



CONTRACTOR'S

USER MANUAL

CONFIDENTIAL

PLEASE DO NOT DISTRIBUTE

This User Manual is intended for our end users/companies utilizing LCPtracker for current contracts - (Contractors/Sub contractors). Administrators may distribute copies to Contractor/Sub-contractor users, but all material must stay within the sole possession of that company.

LCPtracker Program Version 7.0.5
October 2013



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OVERVIEW

The LCPtracker program is designed to capture the payroll information for the Certified Payroll Report (CPR) required for prevailing wage reporting. As a new user of LCPtracker you should keep in mind the following basic steps:

SET UP

Before you begin you need to Set Up some information for your company. Basic SET UP requirements are – Employee Information; eSignature Password and Company Information

ADD/EDIT EMPLOYEE

Is the selection for employee setup. NOTE that if you are using one of the upload methods, employee setup may be part of the upload.

EDIT ESIGNATURE PASSWORD

eSignature is used to upload required eDocuments as well as certify payrolls.

COMPANY INFORMATION

Keeping this information current will help you with customer support and having a complete submittal of the CPR.

WEEKLY CPR REPORT

The weekly CPR report is completed through the following process –

Enter individual Payroll Record; Check for error notices the system has created, correct the problems and Submit the payroll in a formal Certification process

PAYROLL RECORDS

Are entered one individual at a time or copied from a previous week already submitted. Detailed Instructions are presented in this manual. Upload capabilities are available.

NOTICES

This section presents you a list of payroll records that the system found problematic. The notices provide an indication where the problems with the data are. A few government agencies may not be providing this feature to you.

CERTIFICATIONS

This section presents a process for you to formally submit each week's payroll records.

PRINTING CPR REPORTS

The best way to print CPR reports is to follow this click pattern –

PROJECTS section; SHOW CERTS to the right of the project of concern; Adjust time window if required (default states last 6 weeks) and click REPORT next to the week ending date.

NOTE: Be sure to use the print Icon on the PDF view **NOT** the I.E. print Icon or the File / Print click sequence.



The rest of this manual presents a “How To” for each feature of LCPtracker. General Contractors may have some special functions available if desired and must complete the Subcontractor Set Up function. An explanation of the checking rules, a trouble-shooting guide and an explanation of the security procedures is also included.

LOGIN PROCESS

Access to the LCPtracker Program is access via the following URL: <https://lcpprod.LCPtracker.net/> or you may go to <http://LCPtracker.com/> and click on the LCPtracker Client Log-In link this will also take you to the login screen.

All you need to access the LCPtracker Program is an access to the Internet, web browser, Adobe PDF reader, a Login User ID and a Password. As a Contractor your User ID and Password will be sent to you via email from LCPtracker based upon the Awarding Agencies Administrator’s completion of Contractor Set Up and the assignment to a project.

A screenshot of the LCPtracker login screen. At the top, there is a blue banner with a key icon and the text "Login to LCPtracker". Below the banner, the text "RD00165D502465" is displayed. In the center, there is a small image of three people in an office setting. Below the image, there are two input fields: "User ID:" and "Password:". To the left of the "User ID:" field is a blue button with the text "LOGIN". Below the "Password:" field is a blue link that says "Password Help". To the right of the input fields is a McAfee SECURE logo with the text "TESTED DAILY". At the bottom of the screen, there is a small copyright notice: "© 2003, 2013. LCPtracker, Inc. All Rights Reserved."

The LCPtracker Program’s web based system is accessed via this login screen. In the appropriate boxes enter your User ID and Password than click the **LOGIN** button. The Main Menu screen will appear with the navigation Menu Bar at the top of the screen. This Menu bar and the processes within LCPtracker are explained in this manual.



PASSWORD HELP

If you have forgotten what your password is, on the login screen, click the Password Help and enter your User ID and email address and submit.



If you have forgotten your password, please enter your user id here and a link to reset your password will be emailed to you at the address registered with your account.

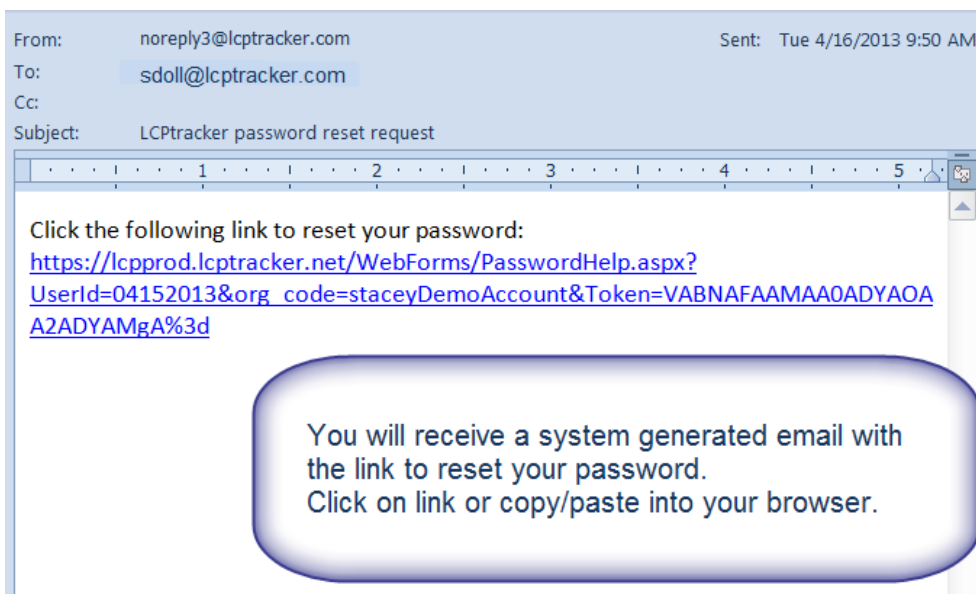
A link to reset your password has been emailed to you

User ID:

Email Address:

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Once you have entered your user id and email address and submitted, you will receive a system generated email. You can click on the link to go to the reset password page or you may copy/paste that link into your browser.





Once you have clicked or copy/pasted and gone to the link you will be asked to type in your new password twice and then "Save Password". Please note the Password Rules require at least 6 characters long, contains at least one lowercase letter and one upper case letter.

LCPtracker does recommend that you create a password with the following characteristics – at least 8 characters, contains at least one lowercase and one uppercase letter one number and one special character.

Projects

1. Payroll Records

2. Notices

3. Certification

Reports

eDocuments

Set Up

Daily Reporter

Change Password



You have accessed LCPtracker either using a temporary password or your password might have expired.
Please create a new password before continuing using the system.

Password Rules:

- Must be at least 6 characters long
- Must contain at least one lower-case letter and one upper-case letter.
- Must be no longer than 20 characters.

Type in your new password twice and "Save Password"

User id:
6836090

New password:
.....

Repeat password:
.....

Clear Form

Cancel

Save Password

I will try later. [Log out](#)

NOTE:

LCPTRACKER RECOMMENDS THAT YOU CREATE A PASSWORD WITH THE FOLLOWING CHARACTERISTICS:

- At least 8 characters long
- Contains at least one lower-case letter, one upper-case letter, one digit (0-9), and one special character like @#5%^&+=

Now that you have reset your password you can come back to the LCPtracker login screen and log in.

Login to LCPtracker

RD00155D502455



User ID:
6836090

Password:
.....

LOGIN



[Password Help](#)

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SELECT AN ACCOUNT

This screen will appear after login if you are doing work from more than one agency (School District, Water District, Department of Transportation, City of, County of, etc.) using LCPtracker. Select the agency you want to enter payroll information for.

[Logout](#)

Please select an account:

STACEY- DEMO ACCOUNT
SUPPORT - CALIFORNIA
SUPPORT - FEDERAL

Once in an account to change to another you will click the [Change Account](#) to go to any of your other accounts. When you click on the [Change Account](#) you can type in part of an account name to narrow search. You may also use the scrolling option. Most users only have a few other agencies that they may be working for.

The screenshot shows the 'SELECT AN ACCOUNT' interface. At the top, there is a 'Logout' link and a prompt 'Please select an account:'. Below this is a list of accounts. A callout box with the text 'Scroll if you wish' points to a scroll bar on the right side of the account list. The list includes: BALDWIN PARK USD - CPM, CITY OF PASADENA, CITY OF SACRAMENTO, CLARK CONSTRUCTION GROUP - CALIFORNIA, LP, DPR CONSTRUCTION, INC., HOUSING AUTHORITY - COUNTY OF SAN BERNARDINO, LAS VIRGENES UNIFIED SCHOOL DISTRICT/TEAM CONCEPT, LOS ANGELES COUNTY, PASADENA UNIFIED SCHOOL DISTRICT, S.J. AMOROSO CONSTRUCTION COMPANY, INC., and SAN DIEGO COMMUNITY COLLEGE DISTRICT - GAFCON. Below the list, there is a search bar with the text 'Filter down, by typing in part of title/account'. The search bar contains the text 'Sant'. Below the search bar, the results are filtered to show: SANTA CLARA VALLEY TRANSPORTATION AUTHORITY, UNIVERSITY OF CALIFORNIA SANTA BARBARA, and UNIVERSITY OF CALIFORNIA SANTA CRUZ. A 'Supp' button is visible on the right side of the interface.

BALDWIN PARK USD - CPM

Scroll if you wish

BALDWIN PARK USD - CPM
CITY OF PASADENA
CITY OF SACRAMENTO
CLARK CONSTRUCTION GROUP - CALIFORNIA, LP
DPR CONSTRUCTION, INC.
HOUSING AUTHORITY - COUNTY OF SAN BERNARDINO
LAS VIRGENES UNIFIED SCHOOL DISTRICT/TEAM CONCEPT
LOS ANGELES COUNTY
PASADENA UNIFIED SCHOOL DISTRICT
S.J. AMOROSO CONSTRUCTION COMPANY, INC.
SAN DIEGO COMMUNITY COLLEGE DISTRICT - GAFCON

Filter down, by typing in part of title/account

BALDWIN PARK USD - CPM

Sant

SANTA CLARA VALLEY TRANSPORTATION AUTHORITY
UNIVERSITY OF CALIFORNIA SANTA BARBARA
UNIVERSITY OF CALIFORNIA SANTA CRUZ

Supp



If you are ONLY working for ONE agency you will log in and be taken directly to the Projects tab.



ANNOUNCEMENT PAGE

An announcement page may appear; this announcement page will be used for a number of purposes, for example to notify users of scheduled maintenance or to announce a new feature of the software.

Notice

Any announcement to all users will appear on this screen when you have logged in.

For example did you know that there is online self help area for you under the [User's Portal](#) or [Training](#) link at the top of your page. There are [Support Documents](#) as well as [Support Videos](#) and LCPtracker offers [online webinar classes for all users](#).

Administrators - Please see the BookNow link for Class Dates and Times.

Contractors - You will need to also sign up as FYI we currently we offer Tuesday at 9:00am, Thursdays at 7:30am and 11:00am training classes on how to use the LCPtracker. Any other dates/times you may see are currently Admin classes!

All times are PST (West Coast) please adjust for your time zone.

OK

BOOKNOW – Contractor Training Classes

At time of this publication LCPtracker offers three times a week Contractor Training Webinars. You can sign up once you log in, go to the [Book Now](#) and click on. You will be taken to LCPtracker On-line Scheduling System. At the time of this publication Contractor classes are being offered on Tuesdays at 9:00am and Thursdays at 7:30am or 11:00am. All times are PST (West Coast). If you are unsure of your time zone you may check online with any time conversation site such as - <http://www.onlineconversion.com/timezone.php>

LCPtracker
On-line Scheduling System
class times are listed as Pacific time zone)

Training Sessions LCPtracker Trainers Classes

Training Session Locator

Select Type of Admin User Class
Select Type of Admin User Class

Select LCPtracker Trainer
Contractor Class

Select Class
Contractor Training Class for LCPtr

Number in Group
1

Date
June 2013

Select Training Session Time

	Thu Jun 20	Fri Jun 21	Sat Jun 22	Sun Jun 23	Mon Jun 24	Tue Jun 25	Wed Jun 26
7:30am							
8:00am							
8:30am							
9:00am							
9:30am							
10:00am							
10:30am							
11:00am							

At this time Contractor Classes are Tuesdays @9:00 am and again on Thursdays at 7:30 am or 11:00 am.
All Times PST (West Coast times)

Choose Contractor Training Class;
Then choose Tuesday or Thursday on the **MONTH** calendar;
Then the **weekly calendar** comes up, choose the open times.
Once complete with these choices, system will refresh and show the next screen.



Once you have walked through choosing the Contractor Training Class, then the month you wish to take and the day you wish to attend, you will then be given the time calendar for that week, choose the time, and it will refresh giving you the following screen. You need to tell us if you are a New User or a Returning User.

LCPtracker

On-line Scheduling System
(Note: All class times are listed as Pacific time zone)

Home Training Sessions LCPtracker Trainers Classes

Selected Training Session

Location LCPtracker
LCPtracker Contractor Class
Trainer
Class Contractor Training Class for LCPtracker
Date Tuesday, June 25, 2013
Start Time 9:00am

Please complete the following information.
Are you a new or returning user?

☐ New User ☐ Returning User

Choose one -
Are you a New User (if never used LCPtracker before, then yes);
Returning User (need a refresher, it's been a while then yes)

Depending on a New User or Returning User you will then have a little more information to fill out before you can continue.

Please complete the following information.
Are you a new or returning user?

☒ New User ☐ Returning User

New User

* Indicates required field

* First Name
* Last Name
* Company
Address
City
State
Zip Code
Daytime Phone
Evening Phone
Cell Phone
* E-mail

Fill in fields, Highlighted are required fields, then click Continue.

Please complete the following information.
Are you a new or returning user?

☐ New User ☒ Returning User

Returning Users

If you already have an account, log in with your Email below.

E-mail

Returning User, enter your email anything you would like us to know and click Continue.

Please let us know anything about you that will help during your appointment (optional)

Please let us know anything about you that will help during your appointment (optional)

Continue

Continue



Once you complete the sign-up you may print your confirmation. The system will generate an email to you with the appropriate information needed for logging into the Webinar on the date and time you signed up for.

Selected Training Session

Location

LCPtracker

LCPtracker

Contractor Class

Trainer

Class

Contractor Training Class for LCPtracker

Date

Tuesday, June 25, 2013

Start Time

9:00am

Your appointment has been confirmed!

We will send you a reminder e-mail prior to your appointment. You may log in at any time to see your existing appointments.

Print Confirmation

Training Session Activity

Please allow at least 24 hours notice for cancellations

Future Training Sessions

Show All | Print All

Tuesday, June 25, 2013 at 9:00am

Print | Cancel
Export to Calendar

PROJECTS

Upon successful login to the LCPtracker program for Contractors the initial **Projects** screen is visible. This screen provides a listing of projects the Contractor is assigned to. Also, if the submittal of the certified payroll process has been successfully completed, you can see a list by selecting the Certifications 'sub-tab' and choose the project of concern from the drop down, screen will refresh and show you all the submitted CPR'.

Projects

1. Payroll Records

2. Notices

3. Certification

Reports

eDocuments

Set Up

Daily Reporter

WELCOME SLD_OBEC (PRIME)

Sign up for No Charge Web Based Training

Book Now

Projects

Certifications

Project Assignments

Project Code	Project Name	Date Assigned	Bid Ad Date	
01222013@11AM	SLD-Hospital Acute Care Tower Replacement	01/24/2013	09/30/2008	Show Info
02112013@1126AM	SLD-FEBRUARY BRIDGE - PHASE 1	02/15/2013		Show Info
02142013@1204PM	SLD-AUBREY'S BRIDGE	02/15/2013	01/01/2012	Show Info
031920131019AM	SLD-JADE'S PALACE	06/11/2013		Show Info
03272013	SLD-DAILY REPORTER PROJECT	03/27/2013	03/27/2012	Show Info
04192013	SLD-2 JURISDICTIONS_1 LOCATION	04/19/2013		Show Info
04232013	SLD-1 JURISDICTION_MULTIPLE LOCATIONS	04/23/2013	10/24/2012	Show Info

Page 1

The Project navigation tab has two 'sub-tabs'. The Projects 'sub-tab' shows all project(s) you are assigned to for this Agency /Account Owner.



Projects 1. Payroll Records 2. Notices 3. Certification Reports eDocuments Set Up Daily Reporter

WELCOME SLD_OBEC (PRIME) Sign up for No Charge Web Based Training Book Now

Projects Certifications

Project: SLD-AUBREY'S BRIDGE

SLD-1 JURISDICTION_MULTIPLE LOCATIONS
SLD-2 JURISDICTIONS_1 LOCATION
SLD-AUBREY'S BRIDGE
SLD-DAILY REPORTER PROJECT
SLD-FEBRUARY BRIDGE - PHASE 1
SLD-Hospital Acute Care Tower Replacement
SLD-JADE'S PALACE

Certifications			Prime Approval	
				Edit Report Details
05/20/2012	NO	ACCEPTED	Approved	Edit Report Details
05/13/2012	NO	ACCEPTED	Approved	Edit Report Details
04/22/2012	NO	ACCEPTED	Approved	Edit Report Details
04/15/2012	NO	ACCEPTED	Approved	Edit Report Details
04/08/2012	NO	ACCEPTED	Approved	Edit Report Details

Page 1 2

The Certification 'sub-tab' shows all your CPR's that you have submitted through LCPtracker.

Choose your project, screen will refresh and all CPR's previously submitted with show.

Note: The more CPR's you have the more **pages** you will have.

The **SHOW INFO** hyperlink next to each project on the Project sub-tab section provides you with information about the Labor Compliance Administrator for each of your projects. Please take note if you have several projects you may have a different Administrator for each project.

Projects Certifications

Project Assignments

Project Code	Project Name	Date Assigned	Bid Ad Date	
01222013@11AM	SLD-Hospital Acute Care Tower Replacement	01/24/2013	09/30/2008	Show Info
02112013@1126AM	SLD-FEBRUARY BRIDGE - PHASE 1	02/15/2013		Show Info
02142013@1204PM	SLD-AUBREY'S BRIDGE	02/15/2013	01/01/2012	Show Info
031920131019AM	SLD-JADE'S PALACE	06/11/2013		Show Info
03272013	SLD-DAILY REPORTER PROJECT	03/27/2013	03/27/2012	Show Info
04192013	SLD-2 JURISDICTIONS_1 LOCATION	04/19/2013		Show Info
04232013	SLD-1 JURISDICTION_MULTIPLE LOCATIONS	04/23/2013	10/24/2012	Show Info

Show Admin Information -- Webpage Dialog

Subcontractors please contact the general contractor before contacting the Labor Compliance Office / Prevailing Wage Administrator.

Project Name: SLD-AUBREY'S BRIDGE
Project Code: 02142013@1204PM

Prevailing Wage Administrator:
Name: STACEY L. DOLL
Phone: 714-669-0052
Email: SUPPORT@LCPTRACKER.COM

Return

Note the alerts. In this example the user has 4 Rejected CPR's and 9 Admin Notices. You need to look through the list of CPR's to find the rejected ones, they are highlighted in RED and take corrective action.

Projects 1. Payroll Records 2. Notices 3. Certification Reports eDocuments Set Up Daily Reporter

WELCOME SLD_OBEC (PRIME) Sign up for No Charge Web Based Training Book Now

Projects Certifications

Project Assignments: 4 Rejected CPRs, 9 Admin Notices

Project Code	Project Name	Date Assigned	Bid Assign Date	Show Info
01222013@11AM	SLD-Hospital Acute Care Tower Replacement	01/24/2013	09/30/2008	Show Info
02112013@1126AM	SLD-FEBRUARY BRIDGE - PHASE 1	02/15/2013		Show Info
02142013@1204PM	SLD-AUBREY'S BRIDGE	02/15/2013	01/01/2012	Show Info
031920131019AM	SLD-JADE'S PALACE	06/11/2013		Show Info
03272013	SLD-DAILY REPORTER PROJECT	03/27/2013	03/27/2012	Show Info
04192013	SLD-2 JURISDICTIONS_1 LOCATION	04/19/2013		Show Info
04232013	SLD-4 JURISDICTIONS MULTIPLE LOCATIONS	04/23/2013	08/24/2012	Show Info

1 Projects navigation tab shows the Project assignments under one 'tabbie' and any of your Certified Payrolls under the other.

Notice any Rejected CPR's or Admin Notices you may have will appear in the title bar. If you have none then it will just be the "Project Assignments" header showing.

Project: SLD-2 JURISDICTIONS_1 LOCATION

Payroll Certifications

Week End Date	Performing	Accept Status	Prime Approval	Edit	Report	Details
11/28/2012	YES	Submitted		Edit	Report	Details
11/21/2012	YES	REJECTED		Edit	Report	Details
11/14/2012	YES	Submitted	Approved	Edit	Report	Details
11/07/2012	YES	Submitted	Approved	Edit	Report	Details
10/31/2012	YES	Submitted	Approved	Edit	Report	Details

Page 1

2 Seeing the Rejected CPR, you may now edit and update what needs to be edited; added or deleted (individual records may be deleted, not the entire CPR); you may update the payroll number or change from final yes to no or vice-versa.

Or you may go to the **2. Notices** tab and look at the Administrator Notices. There will be a REJECTION notice for the CPR that was rejected. To find the Open Responses also go to **2. Notices** tab and look in Administrator Notices. (More detail is available in the [Administrator Notices](#) section of this manual).

Projects 1. Payroll Records 2. Notices 3. Certification Reports eDocuments Set Up

Contractor Notices

Project: All Projects

From Date: To Date: Include Closed Admin Notices Load

Payroll Notices (1) Daily Log Notices (0) Administrator Notices (2)

Employee	Project	Week End Date	Jurisdiction	Craft	Classification	Edit
DAY, RAINY	SLD-AUBREY'S BRIDGE	6/19/2013	SLD - OREGON STATE	ELECTRICIAN	ELECTRICIAN	Edit

Page 1

Payroll Notices (1) Daily Log Notices (0) Administrator Notices (2)

Project	Notice Type	Notice Date	Week End Date	Status		Details
SLD-FEBRUARY BRIDGE - PHASE 1	REJECTION	2/18/2013	11/17/2012	contractor response	5/20/2013	Details
ZZZ_SLD-PATTY B. Elementary School - MPID #0012281	PERMIT EDIT NOTICE	3/20/2013	8/18/2012	new		Details

Page 1

If you are not a Daily Reporter user you will not see the Daily Log Notices as a choice

Just click on the 'tab' you wish to view. Payroll Notices, Administrator Notices or Daily Log Notices.



The [Details](#) link allows you to see details about the CPR. It summarizes much of the information relating to a CPR in one place.

Projects **Certifications**

Project: SLD-2 JURISDICTIONS_1 LOCATION

Week End Date	Performing	Accept Status	Prime Approval			
11/28/2012	YES	Submitted		Edit	Report	Details
11/21/2012	YES	REJECTED		Edit	Report	Details
11/14/2012	YES	Submitted	Approved	Edit	Report	Details
11/07/2012	YES	Submitted	Approved	Edit	Report	Details
10/31/2012	YES	Submitted	Approved	Edit	Report	Details

Page 1

CPR Certification Status Details

Project Code: 02142013@1204PM
Project Name: SLD-AUBREY'S BRIDGE
Contractor: SLD_OBEC (PRIME)

Week-End-Date: 1/29/2012
Process Status: Certified
Accept Status: REJECTED
Person Submitting: STACEY PRIME

Payroll Number: 1
Performing: YES
Final: No

Notes: ☒ Normal ☐ History

Employee	Notice Type	Notice Date	Status	Last Response Date	Details
1	REJECTION	4/4/2013	NEW		View

Certification Details

Submitted Date	Current	View CPR Report
2/15/2013	Certified	CPR Report

You can also View the CPR Report from here if needed.

You can view and print the report by selecting [REPORT](#) on the previous screen or [CPR Report](#) on the details screen. LCPtracker has built in security to ensure sensitive information is not available to unauthorized users.

SET UP

You use the **Set Up** function in LCPtracker to do the following functions –

ADD/EDIT EMPLOYEE – enter your employees into the LCP database; manage employee information as needed to change employee craft and classifications.

FRINGE BENEFIT MAINTENANCE – optional - You have multiple projects, each with different fringe rates, you have the same fringes for all your employees and wish to only enter once, this would be a function you may want to use.



SUBCONTRACTOR SETUP – If the Agency you are working for allows, you will add your own subs to the system and then assign them to the project you are on as your Subcontractor.

CHANGE PASSWORD – Define and maintain password information.

EDIT ESIGNATURE – Set the eSignature information. Electronic signatures needed to submit payrolls as well as upload eDocuments.

COMPANY INFORMATION – Maintain accurate information about your company and current main contact.

COPY EMPLOYEES – Already a LCPtracker user and have your employees entered under another agency, you may use the Copy Employees function to copy that personal information over to your new account.

ADD/REMOVE COUNTY MATCH – Function some may use if uploading payrolls.

ADD/REMOVE CRAFT MATCH – Function some may use if uploading payrolls, in conjunction with Craft Name.

ADD/REMOVE PROJECT MATCH – Function some may use if uploading payrolls

ADD/EDIT CRAFT NAME – Function some may use if uploading payrolls.

ADD/EDIT WORK ORDER – Function some may use if you or agency is using work order

ADD/EDIT ADDITIONAL USERS – Function some may use if need to have your own additional users. To Set Up the initial Contractor Set Up features click on the **Set Up** navigation tab and you will have the following options:

Projects	1. Payroll Records	2. Notices	3. Certification	Reports	eDocuments	Set Up	Daily Reporter
----------	--------------------	------------	------------------	---------	------------	--------	----------------

Setup Main Menu		
Add/Edit Employee	Company Information	Add/Edit Craft Name
Fringe Benefits Maintenance	Copy Employees	Add/Edit Work Order
Subcontractor Setup	Add/Remove County Match	Add/Edit Additional Users
Change Password	Add/Remove Craft Match	
Edit eSignature	Add/Remove Project Match	

Please note your Awarding Agency may have the Subcontractor Setup turned off.



Setup Main Menu

Add/Edit Employee	Company Information	Add/Remove Project Match
Fringe Benefits Maintenance	Copy Employees	Add/Edit Craft Name
Change Password	Add/Remove County Match	Add/Edit Work Order
Edit eSignature	Add/Remove Craft Match	Add/Edit Additional Users

ADD/EDIT EMPLOYEE

To Add Employee, simply expand the first field or all fields and enter the information and “**Save**”. To Edit Employee click Load Employees and select an existing employee from the drop down list, make the changes and “**Save**”. There is also the ability to upload employees into your setup. If you are going to choose to use uploading process for your payrolls vs. manually enter each one, one at a time see [Matching Functions to Use with Data Upload](#) section. You may do the initial setup to upload your payrolls and actually upload your employee information into the Add/Edit Employee screen, thus uploading your employee personal information instead of manually entering all information.

Select Employee To Edit

1. To add employees, enter information and save.
2. To edit an employee, select it from the list, make changes and save.
3. To add classifications, first select an employee. After the data has loaded, click on the “Add” button.

Select a Project

-- All Projects --

Select a City

-- All Cities --

-- Or --

Select a ZIP Code

-- All ZIP Codes --

☐ Show Unapproved Apprentices and Expired Approvals

☐ Show Apprentices

Select an Employee

Load Employees

<Filters allow you to filter your employee list down. Most skip filters and click Load Employees and choose to edit.

Filtering allows you to make list smaller, specifically for larger companies with lots of employees.

Example if you choose a project, then click Load Employees only those employees that have payrolls submitted under that project will appear in the drop down list.

▶ Add / Edit Employee Information

▶ HUD Section 3 Information

▶ Apprentice Information

▶ Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

▶ Pre-Tax Voluntary Employee Contributions and Other

▶ Default Other Deduction Notes

Cancel

Reset

Save

▶ Add / Edit Employee Information

▶ HUD Section 3 Information

▶ Apprentice Information

▶ Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

▶ Pre-Tax Voluntary Employee Contributions and Other

▶ Default Other Deduction Notes

Cancel

Reset

Save

To expand sections click on the arrow. To expand all double click in center of 1st section, also can do the same to close all field.



Depending on the Agency setup you may also have in your employee setup the sections titled – Default Classification and Geographic Area Assignment. You will be required to choose the Default Classification before the employee setup will save. Please Note this is an optional section and you may not see.

› Add / Edit Employee Information

› **Default Classification**

› HUD Section 3 Information

› Apprentice Information

› Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

› Pre-Tax Voluntary Employee Contributions and Other

› Default Other Deduction Notes

Cancel Reset Save

If you have the Default Classification section in your Setup> Add /Edit screen, you will need to make the appropriate choices in this section in order to save the employee in setup.

▼ **Default Classification**

[Click here if you have questions about crafts. Link to the CA DIR website.](#)

Project Locality (County)
YOLO COUNTY

Craft *
LABORER AND RELATED CLASSIFICATIONS

Classification *
 APPRENTICE LABORER 1
 APPRENTICE LABORER 2
 APPRENTICE LABORER 3
 APPRENTICE LABORER 4
 APPRENTICE LABORER 5
 APPRENTICE LABORER 6
 CONSTRUCTION SPECIALISTS AREA 2
 CONSTRUCTION SPECIALISTS AREA 2 (SPECIAL SINGLE AND 2ND SHIFT)
 GROUP 1 (A) AREA 2
 GROUP 1 (A) AREA 2 (SPECIAL SINGLE AND 2ND SHIFT)
 GROUP 1 (B) AREA 2
 GROUP 1 (B) AREA 2 (SPECIAL SINGLE AND 2ND SHIFT)
 GROUP 1 (C) AREA 2
 GROUP 1 (C) AREA 2 (SPECIAL SINGLE AND 2ND SHIFT)
 GROUP 1 (E) AREA 2
 GROUP 1 (E) AREA 2 (SPECIAL SINGLE AND 2ND SHIFT)
 GROUP 1 (F-1) AREA 2
 GROUP 1 (F-1) AREA 2 (SPECIAL SINGLE AND 2ND SHIFT)
 GROUP 1 (F-2) AREA 2
 GROUP 1 (F-2) AREA 2 (SPECIAL SINGLE AND 2ND SHIFT)

1st - Select the Project Locality;

2nd - Then you will have a list of Crafts to choose from, make your choice; and

3rd & Final Step is to choose the Classification.

You must make the choices in order or you will not have a drop down to choose from.

For the Geographic Area Assignments you may be required to choose some or all of the following: Wards, Geographic Areas, Congressional Districts or State Senate Districts that your Agency has defined. Please Note this is an optional section and you may not see.

› Add / Edit Employee Information

› HUD Section 3 Information

› Apprentice Information

› Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

› Pre-Tax Voluntary Employee Contributions and Other

› Default Other Deduction Notes

› **Geographic Area Assignment**

If the Agency you are working under requires you to choose Wards/Geographic Area/Congressional District or State Senate Districts you will have this section in your Add/Edit Employee Screen



This sample only shows the Ward and Geographic Area, you may also have Congressional or Senate Districts to choose. You may also have to choose for each project or select for all projects.

Geographic Area Assignment

Project Areas Assigned
Select Projects

Ward
Select Ward

Geographic Area
Select Geographic Area

Project Areas Assigned
Select Projects

☐ ☒ Check all ☐ Uncheck all

☐ Britton Budd- RMC Property Management

☐ c- 11030 Access Living Home Modifications

☐ c-6036 Sentinel Technologies

☐ c-1080 Nan McKay Housing Choice Voucher and Section 8 Program Services

☐ c-1081 CVR Associates, Inc. Housing Choice Voucher and Section 8 Program Services

☐ c-11008 AFJA Retrofit Scattered Sites Pkn 7 Group 4

You may have to choose for each project or if applies to all check all projects; Choose your Ward and the Geographic Area.

NOTE: some may also have to choose Congressional or Senate Districts if Agency is asking for it.

The top portion of the Add/Edit Employee Information screen is for the Employee Information. This screen is used to enter contract employees and their personal information. Enter the appropriate employee information in the data fields. You can either use the Tab key or the mouse to move between the fields. The information shown is only available to users with the necessary access rights as controlled by the Contractor. After the data is entered be sure to **"Save"** the employee data.

Add / Edit Employee Information

First Name * Last Name *

Address 1 * Address 2

City * State * Zip *

SSN * Employee ID

Exemptions Status Ethnicity * Veteran Status

ACTIVE Not a Veteran

Date Hired Date Fingerprinted Phone Number

Driver's License State Driver's License Worker's Comp Code Electrician License

Gender * Hiring Source

Male Disadvantaged Owner/Operator

I certify that this employee is I9 verified

Expand each section individually or do all then fill in sections that are required by your agency

HUD Section 3 Information

Apprentice Information

Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

Pre-Tax Voluntary Employee Contributions and Other

Default Other Deduction Notes

Cancel Reset Save

The following is a field by field explanation of the input screen. Fields flagged with a **RED ASTERISK** are required. Some Agencies require other fields to be filled out. General Employee Information fields are not described.



▼ Add / Edit Employee Information

First Name *	Last Name *		
Address 1 *	Address 2		
City *	State *	Zip *	
SSN *	Employee ID		
Exemptions	Status	Ethnicity *	Veteran Status
☐	ACTIVE ▼		Not a Veteran ▼
Date Hired	Date Fingerprinted	Phone Number	
Driver's License State	Driver's License	Worker's Comp Code	Electrician License
Gender *	Hiring Source	☐ Disadvantaged	
Male ▼		☐ Owner/Operator	
☐ I certify that this employee is 19 verified			

SSN – If the Agency requires that SSN field it could be in the format of ###-##-#### (in its entirety) it may also be that the last 4 digits XXX-XX-#### (where # represents the last 4 digits of the SSN). Two employees can not have the same SSN. You will receive “employee already exists” message if you try to enter a second employee with the same SSN. Note: Using X’s instead of numbers may not be allowed. You may have to enter 000-00-#### where # represents the last 4 digits of the SSN.

Employee ID – Some Agencies want this rather than SSN. Again no two employees may have the same employee id number. You will get message from system if you try to enter a number that already exists.

Exemptions – **Optional field**, some agencies want this information.

Status – Active / Inactive – all employees you enter and have CPR’s to submit for will be Active. If you have an employee that leaves or quits you may come back here and mark them Inactive. You can NOT delete once you have created a payroll record for the employee. If you make them Inactive here they will not show on the drop down list when you go to enter Payrolls and have the employee list drop down to choose from.

Ethnicity – **Optional field**, some agencies want this information.

Veterans Status – **Optional field**, some agencies want this information.

Date Hire – Required by some Agencies.

Date Fingerprinted – **Optional field**, some agencies want this information.

Phone Number – Required by some Agencies

Driver’s License State/License number – **Optional field**, some agencies want this information.

Worker’s Comp Code – **Optional field**, some agencies want this information.

Electricians License – **Optional field**, some agencies want this information.

Hiring Source – **Optional field**, some agencies want this information.



Disadvantage– **Optional field**, some agencies want this information.

Owner/Operator – To be used if the employee is an owner/operator (independent Contractor) and you have specific direction from the Agency to enter the information this way. Most often used with truck drivers.

I9 Verification – Some Agencies may require that you I9 verify your employee(s). If you are unsure here is link to Government Website - www.uscis.gov/e-verify

HUD section 3 Information

Some Agencies may require that you do this section. Indicate if employee lives or has lived in Section 3 housing.

▼ HUD Section 3 Information

Section 3 *

Last day at Section 3

Residency Status

No

You may need to ask your employee in order to fill in this section if required by your Agency.

Apprentice Information

If the Agency you are working under requires it, in this section, you enter details about the employee's apprentice status. Some Agencies do not allow Contractors to enter data here. The following is a field by field explanation of the input screen.

▼ Apprentice Information

Apprentice ID

Apprentice Rate Percentage

Apprentice Period/Level

Apprentice/Training Program

Apprentice Approval

Apprentice Approved Date

Approval Expire Date

Apprentice Registration Date

Apprentice Approved By

Apprentice ID – If worker is an apprentice, enter the States Apprentice ID.

Apprentice Rate Percent – Enter the percent of journeyman rate the apprentice receives.

Apprentice Period/Level – Level or period of apprentice.

Apprentice/Training Program – Select the apprentice program the employee is in. Administrator Agency sets the list.

Apprentice Approval – Agency or Prime approves or rejects status.

Apprentice Approved Date – Date Agency approved status.

Approval Expires Date – Date Approval expires.

Apprentice Registration Date –Date of original apprentice registration.

Apprentice Approved By – Automatically entered by system based on approver information.



Default Hourly Paid Fringes (as paid to Fund on behalf of employee)

In this section you enter **hourly rates paid** for fringe benefits paid into funds. This data is used to streamline data entry. Payment to several funds might have to be combined into one field. Some Agencies do not allow this type of entry. You may use this section when entering your employees into setup. The Fringe Benefit Maintenance table may be used in lieu of this section only after you have all other employee information setup and saved in the system.

▼ Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

Vac / Hol / Dues	Health & Welfare	Pension	All Other	Training
3.33	4.75	2.95	4.95	0.95

☐ Some or all fringe benefits paid to employee ☐ Vac/Hol/Dues included in gross pay

This should be the HOURLY values, NOT totals.

Pre-Tax voluntary employee contributions and other

In this section you enter voluntary contribution rates and any amount paid in cash to employee in lieu of fringes.

▼ Pre-Tax Voluntary Employee Contributions and Other

Pension	Medical	Rate in lieu of Fringes	☐ Voluntary Contributions Included in Gross Pay
		16.93	

The Pre-Tax Voluntary Pension /Medical would be hourly values that the Employee elects to have taken out. This is NOT the section that company uses for thier fringe, that is the Default Hourly Fringes (As paid to Fund on behalf of employee)

Rate in lieu of Fringes would be an amount that the company is paying in addition to the hourly rate in LIEU of Fringe Benefits

Voluntary Pension—Enter the hourly rate of amounts voluntarily paid by employee into pension funds such as a 401k fund which are deducted from the taxable amount of pay and this is **NOT** already included in the Gross Employee Pay.

Voluntary Medical – Enter the hourly rate of amounts voluntarily paid by employee into pension funds such as a 401k fund which are deducted from the taxable amount of pay and this is **NOT** already included in the Gross Employee Pay.

Default Other Deduction Notes

In this section you may enter a note as to any other deductions that may come out of the employee payroll each week. This way you do not have to re-type each week for the employee, system will automatically populate whenever you create a payroll record for the specific employee that the note is for.

▼ Default Other Deduction Notes

Default notes will be inserted in each employee payroll record

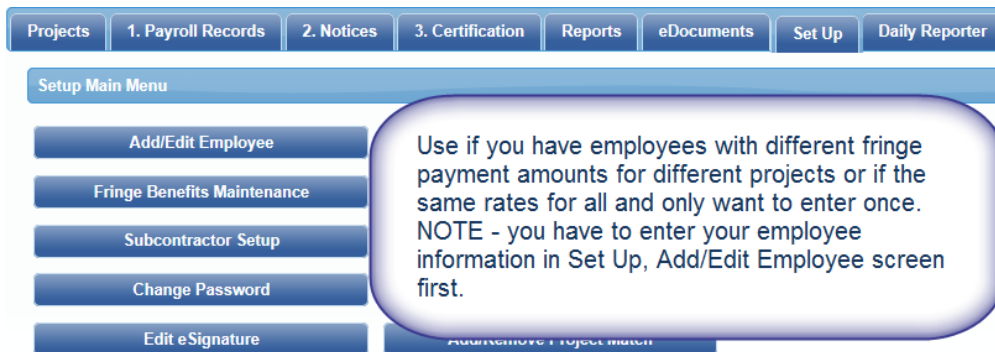
Garnishment/Child Support or any other regular deduction that comes out of the employees paycheck.

Now that we have gone through the Employee Setup you are ready to Add Payroll Data.



FRINGE BENEFITS MAINTENANCE

This feature is for Contractors that have employees with different fringe payment amounts for different projects or if the same fringe rates enter once for all employees, as well as if you already have built in increases, you may enter all that future information at one time then it will already be in system when dates come and no need to edit fringes, unless something was changed. Note, you must enter your employee information in Set Up, Add/Edit Employee screen first, then come to this table to enter the hourly fringe rates. Also if you enter rates in the Fringe Benefit Maintenance table these rates will override anything you may have put in the Set Up, Add/Edit Employee screen.



Once you click on the Fringe Benefits Maintenance you will be taken into that screen. If you do not see a list of your employees you need to go to Set Up and Add/Edit and add them into the system first.

(Continue to next page)



Fringe Benefits Maintenance

Make selections below to filter by project, effective date, or employee or click on Load Data without making selections to to vi

Select Project

Effective Date

Select Employee [\(Check All\)](#)

- ☐ ABASCAL ZAMORA, RICARDO
- ☐ DAHL, DERRICK
- ☐ DEAN, RUSTY
- ☐ GAHL, DERRICK
- ☐ HAMBURG, ELIZABETH
- ☐ HAMBURG, JOHAN
- ☐ HAMBURG, JR., JOHN
- ☐ HAMBURG, SR., JOHN
- ☐ HESSMAN, MICHEAL
- ☐ JAMES, JOSHUA

Once you have clicked on Fringe Benefit Maintenance you will see this screen. If you see no employees, it's because you have to go to Set Up and Add/Edit and add them to the system first.

Be sure to choose the correct project from the drop down that you are going to enter the fringe rates for.

Then you may use the calendar box to choose the date effective or you may manually type in the date in format of 00/00/0000.

Then choose all employees by selecting the "Check All" or if you do not want to do all check the checkbox next to each employee that the rates you are going to enter are for. If you do not choose all due to different fringe rates, you will want to repeat these steps until all employees that have fringes show the hourly fringe rate at the bottom of the Fringe Benefit Maintenance screen.

(Continue to next page)



Fringe Benefits Maintenance

Make selections below to filter by project, effective date, or employee or click on Load Data without making selections to to

Select Project

SLD - REPLACEMENT HOSPITAL - LEGAL
SLD- Zoo Pachyderm Remodel (Zoo2012Has)
SLD-AUBREY'S BRIDGE
SLD-DAILY REPORTER PROJECT
SLD-FEBRUARY BRIDGE - PHASE 1
SLD-Hospital Acute Care Tower Replacement
SLD-PATTY B. Elementary School - MPID #0012281

If you have several projects, be sure you are choosing the appropriate project for the fringe rates you are going to enter.

Effective Date

10/24/2012

Select Employee (Check All)

☐ ABASCAL ZAMORA, RICARDO
☒ DAHL, DERRICK
☒ DEAN, RUSTY
☐ GAHL, DERRICK
☒ HAMBURG, ELIZABETH
☒ HAMBURG, JOHAN
☒ HAMBURG, JR., JOHN
☒ HAMBURG, SR., JOHN
☐ HESSMAN, MICHAEL
☒ JAMES, JOSHUA

Enter in or use calendar to choose the Effective Date of the fringe rates you are entering below.

Select the Employee specifically or if fringes are same for all, check all.

Load Data

Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

Vac / Hol / Dues	Health & Welf.	Pension	Training	All Other
2.16	10.24	6.27	.95	.92

☐ Some or all fringe benefits paid to employee ☐ Vac/Hol/Dues included in gross pay

Cancel

Reset

Save

For all the above checked employees these will be the fringe rates that the system uses when you 'Calculate Fringes'

Once you have entered the Dollar Values in the Hourly fringe fields, be sure to **"Save"**.

After you have saved, you will see the list at the bottom of the screen. You may edit or delete an individual from this list if necessary. Deleting them from this list does NOT delete them from the system. You can only delete an employee from system by going back to Set Up, Add/Edit Employee screen and ONLY if you have NOT done a payroll record for them. As you can see in the next screenshot the table shows some employees have one set of rates whereas others have a different rate. When you enter the fringes in the hourly fringe fields, depending on which employees you have selected will depend on what rates are saved when you click **Save**.



Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

Vac / Hol / Dues Health & Welf. Pension Training All Other

☒ Some or all fringe benefits paid to employee ☒ Vac/Hol/Dues included in gross pay

20 record(s) found for the above selection.

Rates stored for selected employee(s)

Employee	Effective Date	Vac/Hol/Dues	Health & Welfare	Pension	Training	All Other	Vac/Hol/Dues in Gross Pay	Delete	Edit
ABASCAL ZAMORA, RICARDO	10/24/2012	\$1.16	\$5.12	\$3.13	\$0.40	\$0.41	False	False	Delete Edit
DAHL, DERRICK	10/24/2012	\$2.16	\$10.24	\$6.27	\$0.95	\$0.92	False	False	Delete Edit
DEAN, RUSTY	10/24/2012	\$2.16	\$10.24	\$6.27	\$0.95	\$0.92	False	False	Delete Edit
GAHL, DERRICK	10/24/2012	\$1.16	\$5.12	\$3.13	\$0.40	\$0.41	False	False	Delete Edit
HAMBURG, ELIZABETH	10/24/2012	\$2.16	\$10.24	\$6.27	\$0.95	\$0.92	False	False	Delete Edit
HAMBURG, JOHAN	10/24/2012	\$2.16	\$10.24	\$6.27	\$0.95	\$0.92	False	False	Delete Edit
HAMBURG, JR., JOHN	10/24/2012	\$2.16	\$10.24	\$6.27	\$0.95	\$0.92	False	False	Delete Edit
HAMBURG, SR., JOHN	10/24/2012	\$2.16	\$10.24	\$6.27	\$0.95	\$0.92	False	False	Delete Edit
HESSMAN, MICHEAL	10/24/2012	\$2.16	\$10.24	\$6.27	\$0.95	\$0.92	False	False	Delete Edit
JAMES, JOSHUA	10/24/2012	\$2.16	\$10.24	\$6.27	\$0.95	\$0.92	False	False	Delete Edit
JASON, FLOYD	10/24/2012	\$2.16	\$10.24	\$6.27	\$0.95	\$0.92	False	False	Delete Edit
JAY, MARTIN	10/24/2012	\$2.16	\$10.24	\$6.27	\$0.95	\$0.92	False	False	Delete Edit
JIMMNEYCRICKET, YIPPIDYDIPPIDY	10/24/2012	\$2.16	\$10.24	\$6.27	\$0.95	\$0.92	False	False	Delete Edit
LOPEZ, CARLOS	10/24/2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	True	True	Delete Edit
MOUSE, MICKY	10/24/2012	\$2.16	\$10.24	\$6.27	\$0.95	\$0.92	False	False	Delete Edit
NOEL, ARRIACIA	10/24/2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	True	True	Delete Edit
PEANUT, MISS	10/24/2012	\$2.16	\$10.24	\$6.27	\$0.95	\$0.92	False	False	Delete Edit
PETERSON, DAVID	10/24/2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	True	True	Delete Edit
PETERSON, JULIE	10/24/2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	True	True	Delete Edit
QUARTERMAIN, AJ	10/24/2012	\$1.16	\$5.12	\$3.13	\$0.40	\$0.41	False	False	Delete Edit

At the bottom of the Fringe Benefit Maintenance screen you will see employees you have fringes entered for under this table. You may edit or delete an employee from this list.

If the "Some or all fringes benefits paid to employee" or "Vac/Hol/Dues in gross pay" boxes checked then system would state "True" in this case they are not so system states "False".

Most do not check, this shall depend on what your company does.

If you pay some or all fringes to employee and/or include vac/hol/dues in the gross employee pay you may wish to check those boxes. In the above example we did not and so "False" is in those columns, had we checked the little boxes then it would state "True" in these columns. Continue to setup each fringe rate for each project and then . These will be the fringe rates used for each employee and for each project when you enter Payroll Records and use the "Calculate Fringes" button.

(Continue to next page)



SUBCONTRACTOR SETUP

Each Prime or Contractor has the responsibility to Setup any Subcontractor they may be using if the Agency in charge allows it. Some Agencies reserve the Contractor Setup function to themselves. If you are not allowed to setup your own subs contact your Prime or go to Projects, click on the **'SHOW INFO'** and contact this person to have your Subcontractor(s) added and assigned to project(s).

Projects				
1. Payroll Records 2. Notices 3. Certification Reports eDocuments Set Up Daily Reporter				
WELCOME SLD_OBEC (PRIME) Sign up for No Charge Web Based Training Book Now				
Projects Certifications				
Project Assignments				
Project Code	Project Name	Date Assigned	Bid Ad Date	
01222013@11AM	SLD-Hospital Acute Care Tower Replacement	01/24/2013	09/30/2008	Show Info
02112013@1126AM	SLD-FEBRUARY BRIDGE - PHASE 1	02/15/2013		Show Info
02142013@1204PM	SLD-AUBREY'S BRIDGE	02/15/2013	01/01/2012	Show Info
031920131019AM	SLD-JADE'S PALACE	06/11/2013		Show Info
03272013	SLD-DAILY REPORTER PROJECT	03/27/2013	03/27/2012	Show Info
04192013	SLD-2 JURISDICTIONS_1 LOCATION	04/19/2013		Show Info
04232013	SLD-1 JURISDICTION_MULTIPLE LOCATIONS	04/23/2013	10/24/2012	Show Info
Page 1				

If the Agency you are working for does not allow you to setup your own subs, on the Projects tab you can start with your Prime or click the **'Show Info'** and contact that person to discuss having your sub(s) entered and assigned to the project(s) as your sub.

Note: If you are assigned to more than one project you may have more than one Admin /Prime Approver to deal with to get your subs in system and assigned.

Like Employees, when used, Subcontractors need to be entered into the LCPtracker database. Start from the Main **Set Up** menu and click on the Subcontractor Setup button to open the Add/Edit or Assign Subcontractors menu.

Projects
1. Payroll Records
2. Notices
3. Certification
Reports
eDocuments
Set Up
Daily Reporter

Setup Main Menu

Add/Edit Employee

Company Information

Add/Edit Craft Name

Fringe Benefits Maintenance

Copy Employee

Subcontractor Setup

Add/Remove Count

Change Password

Add/Remove Craft Match

Edit Signature

Add/Remove Project Match

Start with Set Up, and choose Subcontractor Setup

Projects
1. Payroll Records
2. Notices
3. Certification
Reports
eDocuments
Set Up
Daily Reporter

Subcontractor Setup Menu

Add/Edit Subcontractor

Subcontractor Assignment

After choosing the Subcontractor Setup you have these two choices.



ADD/EDIT SUBCONTRACTOR

Click on the Subcontractor Setup and choose Add/Edit Subcontractor to open the data entry screen. To ADD, simply fill in the data. Fill in the data fields with information provided by your Subcontractor. If it is a new entry, ignore the (Select a contractor to edit) drop down.

Subcontractor already a user of LCPtracker

Some Contractors may already be a user of LCPtracker under another Agency Database. Ask you Subcontractor if they are a current user of LCPtracker, if they are, ask them for their User ID that they currently use to log into the LCPtracker system with. You will still be setting this company up with a new account under the Agency you are working in. Set them up with the same user id under your Agency, the system will automatically link their accounts for them. This prevents them from having to use multiple user ids.

The field marked, "Contractor License No. or 10-digit Phone Number" is the field that ultimately becomes the users id number.

A screenshot of the "Add or Edit Contractor Information" form in the LCPtracker system. The form has a blue header bar with the title "Add or Edit Contractor Information" and a yellow "Add Mode" button. Below the header, there is instructional text: "To add a new contractor, enter information and save. To edit an existing contractor, select the contractor from the dropdown menu. You can view all the contractors in the system. You can also view the contractor's profile." The form contains several input fields: "Department *" with a dropdown menu showing "-- All Departments --"; "Select a contractor to edit ..."; "Company Name (Contractor) *"; "Federal Tax ID Number *"; "D-U-N-S Number"; "Contractor License No. or 10-digit Phone Number *" (highlighted in yellow); and "Contractor License Expiring Date" with a calendar icon. A large, rounded rectangular callout box with a blue border and white background is overlaid on the form. It contains the text: "If you give the user the same User Id that they are currently using under another Agency. The LCPtracker system will automatically link their accounts for them."

Continue to enter in the rest of the required information on the Contractor Setup page and **Save**, (the other fields are not required to contain the same information that is in their other account).

The **email data field is critical** as this is how the LCPtracker Program is designed to communicate with system users. Please be sure the email address supplied is correct prior to saving the information to the database. **Red Asterisks** fields are required in order for the system to **Save** information. Some Agencies may have additional requirements. In the example given here we have highlighted what the system itself requires to save the Subcontractor, **again you may have further requirements** depending on the Agency you are working under. When you are satisfied the information is correct click **Save**. You will receive a pop-up telling you that "Contractor has been sent an email notifying them. Don't forget to assign this Contractor to project".

**LCPtracker system will automatically email the Subcontractor their
User ID and Temporary Password.**



Add or Edit Contractor Information

Add Mode

To add a new contractor, enter information and save. To edit an existing contractor, select it from the list first. You can view all the contractors in the system. You can only edit your own data after it has been entered.

Notice you are in the "ADD" mode.

Department *

-- All Departments --

Select a contractor to edit ...

Company Name (Contractor) *

Federal Tax ID Number

D-U-N-S Number

Contractor License No. or 10-digit Phone Number *

Contractor License Expiring Date

Insurance Certificate Number

Specialty License Number

Local Business (City) License

Motor Carrier Permit Number

Worker's Compensation Policy Number

Union Status

Non-Union

☐ Section 3 Business

☐ Non-Construction Contractor

Ethnicity *

Type of Trade

Principal Name

Principal Title

Contact Name *

Phone Number *

Contact Fax

Contact E-Mail * (Login information will be sent to this email address)

Address 1 *

Address 2

City *

State

ZIP Code *

Standard Hours Per Day *

0.000

Standard Work Week Hours *

40.000

Pay date is 21 calendar days after week end date.

Notice enforcement

ENFORCE

Contractor Status

☐ Owner Operator

☐ Use Overtime Round Factor for Payroll Validation

Click here to obtain a free D-U-N-S number

<http://fedgov.dnb.com/webform/displayHomePage.do>

User ID

Business Certifications

Certification *

Select Certification

Certifying Agency *

Select Certifying Agency

Issued Date

Expiration Date

Notes

Add Certification

Cancel

Reset Form

Save

Red Asterisks fields are required by system, these fields have been highlighted in yellow for you.

You may have additional required fields depending on your Agency and what they have set as requirements (Federal Tax Id, Ethnicity, etc.)

Once you are finished be sure to **Save**

Once you click **Save**, system will give you pop-up reminding you to Assign them to Project.

Results

Contractor has been sent an email notifying them. Don't forget to assign this contractor to a project.

OK



EDIT SUBCONTRACTOR

Click on the Subcontractor Setup and choose Add/Edit Subcontractor to open the data entry screen. To EDIT, simply select a contractor to edit from the drop down. Depending on the permission rights to user, you may not be able to edit any Subcontractors. If you are allowed, it is usually only those that you setup in the system. If you do not have permission to edit you will get a pop-up telling you, "You only have read access to this record", (you have to contact your Prime or Admin for changes).

Change any entry except the Contractor License Number or 10-digit phone number field. This field is currently only editable by LCPtracker. Remember to **Save** when you are finished.

Add or Edit Contractor Information Edit Mode

To add a new contractor, enter information and save. To edit an existing contractor, select it from the list first. You can view all the contractors in the system. You can only edit your own data after it has been entered.

Department **
-- All Departments --

March Company, LLC

Company Name (Contractor) *
Stacey Management Co., LLC

Federal Tax ID Number D-U-N-S Number

Contractor License No. or 10-digit Phone Number * Contractor License Expiring Date

03252013

Insurance Certificate Number Specialty License Number Local Business (City) License

Motor Carrier Permit Number Worker's Compensation Policy Number

Union Status ☐ Section 3 Business ☐ Non-Construction Contractor

Ethnicity * Type of Trade

Principal Name Principal Title

Contact Name *
Stacey L. Doll

Phone Number * Contact Fax
714-669-0052

Contact E-Mail * (Login information will be sent to this email address)
sdoll@lcptracker.com

Address 1 * Address 2
5729 Main Street PMB 249

City * State * ZIP Code *
Springfield OR 97478

Standard Hours Per Day * Standard Work Week Hours *
0.000 40.000

Pay date is 21 calendar days after week end date.

Notice enforcement
ENFORCE

Contractor Status ☐ Use Overtime Round Factor for Payroll Validation [Click here to obtain a fr](http://fedgov.dnb.com/)

User ID
03252013

Business Certifications

Certification * Certifying Agency * Issued Date Expiration Date

Select Certification Select Certifying Agency

Notes

Add Certification

Cancel Reset Form Save

Notice you are in the "EDIT" mode.

Depending on the permission rights to the user, you may or may not be able to edit any of your Subcontractors.

If you are allowed to edit, typically it's ONLY the Subs that you set up in the system to begin with.

All fields are editable, the only exception to this is the user's id. At this time only LCPtracker can make changes to user's id number.

If you choose a subcontractor that you did not set up in system or do not have permission to change you will get the following message/pop-up.

Results
You only have read access to this record
OK



SUBCONTRACTOR ASSIGNMENT

The next step after you have setup your Subcontractors in the system is to assign them to the project(s) as your Subcontractor. After you **Save** the Subcontractor entry you will return to the Subcontractor Setup and choose Subcontractor Assignment.

Scroll to the Add Assignment –

Contractor Assignment

Select a department
-- All Departments --

Select project to display
Select project / all projects

Select contractor to display
Select contractor / all contractors

Project	Contractor	Contract ID	Contract Amount
Page 1			

Add Assignment **Cancel**

New to system, then once you add your Subcontractor to LCPtracker you will need to Assign them to the Project

After you click the Add Assignment LCPtracker opens the Assign Subcontractor data entry screen as shown here. The following is a field by field explanation of the input screen.

Add Assignment

Select a department
-- All Departments --

Select a project
Select a project

Contractor to be assigned
▼

Start Date End Date Contract ID Responsibility Code

Contract Amount

Notes

Cancel **Save**



Select a department – *Optional*, some agencies do not use this selection. You may choose the ‘Unassigned Contractors’ to make the list shorter to view.

Select a project – You need to choose the Project that you are assigning your Subcontractor to.

Contractor to be assigned – Choose the Subcontractor you need to assign to Project as your Subcontractor. This is usually the Subcontractor you just set up in the system. Some however are already in the system under this Agency and you just need to assign them to the Project as your Subcontractor. (See next screen shot).

Start Date – Required by some Agencies, typically the date that your Subcontractor is to/or has started working on the project.

End Date – *Optional field*, some agencies want this information.

Contract ID – *Optional field*, some agencies want this information. The Contract ID is the ID of the contract between you and the subcontractor. If you do not have a Contract ID or numbering system be sure to assign a unique ID to this contract.

Responsibility Code – *Optional field*, some agencies want this information.

Contract Amount – *Optional field*, some agencies want this information. This is the amount of the contract between you and your subcontractor.

Notes – *Optional field*, some agencies want this information or you may choose to add your own notes.

A screenshot of the 'Add Assignment' form in the LCPtracker software. The form has a light blue header with the title 'Add Assignment'. Below the header, there are several sections: 'Select a department' with a dropdown menu showing '-- All Departments --'; 'Select a project' with a dropdown menu showing 'SLD-AUBREY'S B...'; 'Contractor to be assigned' with a search bar and a list of contractors including 'Emdee's Construction Co.', 'Jesse Concrete', 'KC Concrete' (highlighted), 'LCP Concrete', 'March 2, LLC', 'March Company, LLC', 'READONLY CORPORATION', and 'SLD-READ ONLY USER BEING ALLOWED TO SETUP SUB?'; 'Responsibility Code' with a text input field; and 'End Date' with a date picker. A callout box with a blue border and rounded corners points to the contractor list, containing the text: 'Choosing "All Departments" the Subcontractor list is longer. If you just entered your Sub in the system, choosing "Unassigned Contractors" will help narrow down your list.' At the bottom of the form are 'Cancel' and 'Save' buttons.

After you have made your choices from the drop down and entered the necessary information, be sure to **Save**.



Add Assignment

Select a department

-- All Departments --

Select a project

SLD-AUBREY'S BRIDGE

Contractor to be assigned

LCP Concrete

Make choices from dropdowns,
enter in the data fields as
needed and **Save**

Start Date *

04/12/2013

End Date



Contract ID

Responsibility Code

Contract Amount

Notes

Cancel

Save

You will now see a saved Contractor Assignments list in the Contractor Assignment Screen. The Date Assigned is a system generated Date Stamp. This is the date that the Contractor was assigned to the project.

Contractor Assignment

Select a department

-- All Departments --

Select project to display

Select project / all projects

Select contractor to display

Select contractor / all contractors

Project	Contractor	Date Assigned	Contract ID	Contract Amount
SLD-1 JURISDICTION_MULTIPLE LOCATIONS	SLD- APRIL CONCRETE	06/03/2013		
SLD-AUBREY'S BRIDGE	KELLY USE, LLC	06/11/2013		
SLD-AUBREY'S BRIDGE	OREGON CONCRETE INC., dba Oregon Trucking	02/21/2013		
SLD-AUBREY'S BRIDGE	SLD-ABC, SUB TESTING SUB SETUP	04/12/2013		
SLD-AUBREY'S BRIDGE	SLD_AUBREY CONCRETE	04/15/2013	06052013	\$50,000.00
SLD-DAILY REPORTER PROJECT	SLD_AUBREY CONCRETE	05/29/2013		
SLD-Hospital Acute Care Tower Replacement	READONLY CORPORATION	01/29/2013		

Page 1

Add Assignment

Cancel



CHANGE PASSWORD

You can change your password at any time. You must follow the password rules – more than 6 characters, less than 20, must contain at least one capital letter and one lowercase letter. LCPtracker recommends that you create a password with the following characteristics – at least 8 characters long, contains at least one uppercase and one lowercase letter, one digit (0-9) and one special character (@#\$%^&+=).

Change Password

Use this form to change your existing password.

Password Rules:

- Must be at least 6 characters long
- Must contain at least one lower-case letter and one upper-case letter.
- Must be no longer than 20 characters.

User id:

New password: Repeat password:

I will try later. [Log out](#)

NOTE:
LCPTRACKER RECOMMENDS THAT YOU CREATE A PASSWORD WITH THE FOLLOWING CHARACTERISTICS:

- At least 8 characters long
- Contains at least one lower-case letter, one upper-case letter, one digit (0-9), and one special character like @#\$%^&+=

EDIT ESIGNATURE

All Contractor users will be required to e-Sign their payrolls prior to submitting through LCPtracker. Also an e-Signature is required when you upload documents under the eDocuments navigation tab.

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | **Set Up** | Daily Reporter

Setup Main Menu

Add/Edit Employee

Fringe Benefits Maintenance

Subcontractor Setup

Change Password

Edit eSignature

Your eSignature will be used when Certifying your payrolls as well as uploading your eDocuments

Add/Remove Project Match

You must follow the Password Rules when creating or changing your eSignature. Type in twice and click **Save Password**. You are now ready to go certify your payrolls or upload your eDocuments.



Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter

Edit E-Signature

Use this form to change your existing certification password.

Password Rules:**

- Must be at least 6 characters long
- Must contain at least one lower-case letter and one upper-case letter.
- Must be no longer than 20 characters.

User Id

6836090

E-Signature Password

Repeat Password

You can create it to be whatever you wish as long as it follows the Password Rules.

Clear Form

Cancel

Save Password

** A password with the following characteristics is recommended:

- At least 8 characters long
- Contains at least one lower-case letter, one upper-case letter, one digit (0-9), and one special character like @\$%^&+=

You may create your eSignature to be the same as your log in password. It is entirely up to you if you wish to do this or not. Your log in password and your eSignature are two entirely different items in LCPtracker. Creating/changing one does not create/change the other!

COMPANY INFORMATION

Company Information is information about ***your own company***; name, contact, phone numbers, email and address. This is initially set by the administrator or your general Contractor. You can update this information at any time. There may be some exceptions to this rule. Any fields you do not have permission to change will be shaded.

(Continue to next page)



Add or Edit Contractor Information

[Edit Mode](#)

To add a new contractor, enter information and save. To edit an existing contractor, select it from the list first.
You can view all the contractors in the system. You can only edit your own data after it has been entered.

Company Name (Contractor) *

SLD_OBEC (PRIME)

Federal Tax ID Number

D-U-N-S Number

Contractor License No. or 10-digit Phone Number *

6836090

Contractor License Expiring Date



Insurance Certificate Number

Specialty License Number

Local Business (City) License

Motor Carrier Permit Number

Worker's Compensation Policy Number

Union Status

Non-Union

☐ Section 3 Business

☐ Non-Construction Contractor

Ethnicity *

Type of Trade

Principal Name

Principal Title

Contact Name *

KRISTINE HAMBURG

Phone Number *

541-555-5555

Contact Fax

Contact E-Mail * (Login information will be sent to this email address)

sdoll@lcptracker.com

Address 1 *

6500 Highway 123 North

Address 2

City *

CANBY

State *

OR

ZIP Code *

97401

Standard Hours Per Day *

0.000

Standard Work Week Hours *

40.000

Pay date is 21 calendar days after week end date.

Notice enforcement

ALERT

Contractor Status

☐ Owner Operator

☐ Use Overtime Round Factor for Payroll Validation

[Click here to obtain a free D-U-N-S number](#)

<http://fedgov.dnb.com/webform/displayHomePage.do>

User ID

6836090

Business Certifications

Certification *

Select Certification

Certifying Agency *

Select Certifying Agency

Issued Date

Expiration Date

Notes

Add Certification

Cancel

Reset Form

Save



COPY EMPLOYEES

Some Contractors work for multiple agencies that use LCPtracker. The Copy Employees Function provides a tool to expedite the maintenance of the employee data in each agency's account. To copy a new employee from one account to another you can just specify the source account and then the target account and copy. By default, if an employee already exists in the target account, then the employee is NOT copied.

Be sure to choose in order beginning at the top and going down, this will allow the Source Account and Target Account to populate the dropdown for you to choose from what account you will copy from and what account you are going to copy to.

Projects	1. Payroll Records	2. Notices	3. Certification	Reports	eDocuments	Set Up
----------	--------------------	------------	------------------	---------	------------	--------

Copy Employees

Enter Source User ID

Enter Source Password

Select Source Account *Drop down will populate*

Enter Target User ID

Enter Target Password

Select Target Account *Drop down will populate*

Choose in order from Top to Bottom.

Copy Employees

Enter Source User ID

Enter Source Password

Select Source Account STACEY- DEMO ACCOUNT

Enter Target User ID

Enter Target Password

Select Target Account SUPPORT - FEDERAL

Make your choices top to bottom and click Copy.

Copy Employees

Copy of employees successful. Number of records copied is 1

Enter Source User ID

Enter Source Password

Select Source Account STACEY- DEMO ACCOUNT

Enter Target User ID

Enter Target Password

Select Target Account SUPPORT - FEDERAL

System tells you Copy of employees successful.

NOTE: You may have different Target user id than the Source user id. This example the User id is the same.



MATCHING FUNCTIONS to use with data upload

The data upload for payroll and employee information often has information from the source account system that does not match the information in LCPtracker. LCPtracker provides three match functions to match the accounting information with the LCPtracker information. These functions are County Match; Project Match and Craft Match.

The craft match function is more complex than the other two matching functions because it has a more complex job to do. The Craft Match Function is done on a *per project basis*. For those Agencies that are using multiple Jurisdictions and/or Locations this will have to be done per project and per jurisdiction and/or location. For more information on Jurisdictions and/or Locations see [**MULTIPLE JURISDICTIONS and/or LOCATIONS Payroll Entry step one.**](#)

To achieve the maximum integration the file that you are uploading must have the information to create the employee in add/edit employee setup screen or payroll record/upload. This is a list of the Minimum required (bolded) and suggested information.

Employee Name;

SSN or Employee ID (requirements vary from one Agency to another) best if both provided. Agency Administrators have the ability to choose what will and what will not show on CPR's;

Address of employee (again Agency Administrators have the ability to choose what will and will not show);

Ethnicity (optional for many);

Gender (optional for many);

Date hired (optional for many);

Phone Number (optional for many);

Apprentice ID if appropriate;

Hourly rates for fringe benefits (optional but recommended); and other information may be uploaded.

An upload specification is available from the LCPtracker upload. Go to Payroll Records, choose Upload Records and click on the hyperlink to download spreadsheet template (see [**UPLOAD RECORDS**](#) section of manual).

In order to upload your payroll records directly from your accounting system into LCPtracker there will also be some minimum required (bolded) information as well as further suggested information.

Week Ending (can be manually entered/chosen when you go to Payroll Records and choose Upload Records)

Specifying Week Ending date allows you to upload payroll information more than one week at once:

Project (all can be manually entered/chosen when you go to upload records into LCPtracker) Specifying the project allows you to upload payroll information for more than one project at once;

Employee SSN or Employee ID as required by the Agency (to match employee uploaded);

Hours worked by day and type of hours (regular, overtime, double-time);

Rates of pay (regular, overtime, double-time/ can be manually entered by employee);

Amount paid for project (Gross pay THIS project for this week);

Fringe benefits for project (can be calculated on upload based on hourly fringes rates for employee)

Amount paid for entire week of work (Gross pay ALL projects for this week);

Deductions (taxes); and **Paycheck amount** and **Check Number**.



ADD/ EDIT CRAFT NAME

Again your account system probably uses a code for the pay rate of the employee. It could be something like “2012”, “Carpenter”, or “CPR ap1”. The Add/Edit Craft name allows you to enter a list of the craft names your accounting system uses. This list will then be used, to match your craft names with the LCPtracker craft names (Add/Remove Craft Match).

The screenshot shows the LCPtracker software interface. At the top, there is a 'Craft Names' menu item. Below it, a button labeled 'Add' is visible. A callout box says 'Click on the "Add" to add Craft Names'. Below the 'Add' button, a pop-up dialog titled 'Add Craft Name' is shown. The dialog has a 'Name' field with the text 'IRNWRKR' entered. Below the field are 'Save' and 'Cancel' buttons. A callout box says 'Pop up box, add the Craft Name, then SAVE'. Below the pop-up, a table titled 'Craft Names' is displayed. The table has columns for 'Name', 'Edit', and 'Delete'. The rows are: CMTMSN, CRPNTR, and IRNWRKR. Below the table are 'Add' and 'Cancel' buttons. A callout box says 'I now have a list of what "my" account system names Crafts added - Cement Mason, my system names CMTMSN Carpenter, my system names CRPNTR Iron Worker, my system names IRNWRKR'.

Name	Edit	Delete
CMTMSN	Edit	Delete
CRPNTR	Edit	Delete
IRNWRKR	Edit	Delete

Note: one contractor craft name can only be matched to one project/county/ Prevailing Wage Craft. Several contractor craft names can be matched to the Same Prevailing Wage Craft.

ADD/ REMOVE CRAFT MATCH

This function uses the craft list defined in Add/Edit Craft Name to match with the LCPtracker (Agency) craft names. A match must be made for each project because we have found that prevailing wage craft names vary from project to project. One Contractor craft name can be matched to only one LCPtracker craft name per project/county.

(Continue to next page)

Match Craft to Prevailing Wages

Project: SLD_Aubrey's Bridge Replacement

Jurisdiction: AA - MASTER NAME LIST

Location: AA - MASTER NAME LIST

1 You have now added your Craft Names, so now you need to match.

Choose the Project you are going to match Crafts for; Choose the Jurisdiction and Location, your list that you previously created will appear, click Add to Match.

When you click "Add" you will get a pop up window. Now choose the Craft, Classification and Type and Save.

2

Edit Craft Match

Craft: CEMENT MASON
Classification: CEMENT MASON
Type: Highway

Save Cancel

3

You will need to match each craft you created and do for each project as well as for each Jurisdiction and/or Location if there is more than one listed in the drop down. You may also Edit or Delete if needed.

Match Craft to Prevailing Wages

Project: SLD_Aubrey's Bridge Replacement

Jurisdiction: AA - MASTER NAME LIST

Location: AA - MASTER NAME LIST

Craft / Prevailing Wage Craft

Contractor Craft	Craft	Classification	Type	
CMTMSN	CEMENT MASON	CEMENT MASON	Highway	Edit Delete
CRPNTR	CARPENTER	CARPENTER - Including Cement Form Work	Highway	Edit Delete
IRNWRKR				Add

ADD/ REMOVE COUNTY MATCH

The county match function is to match the county designation your accounting system has to the county designation that LCPtracker has. For example you have "Alameda" for the county and LCPtracker will have "Alameda County". The county match function makes the translation. The county match process is not widely used because few accounting systems can report wage rates by county. Alternative procedures are available to properly upload the payroll data.

You will need to enter your County Name as your accounting system has it stated, match to the LCPtracker County and "Save Match County". Once you have done your match or matches and saved you will see the list at the bottom of the screen.

Note: For the accounts that are in the state of California, depending on the type of account setup your screen may look a little different than what we call 'Federal' which is anyone outside the State of California and those within with the Federal setup. Just enter your County Name as your accounting system names it; and match to appropriate county that the LCPtracker County list has and Save Match County.



Add / Edit County Match

Enter County Name
YUBA

Select LCPTracker County
ALAMEDA COUNTY
ALPINE COUNTY
AMADOR COUNTY

Enter the County Name as your accounting system names it and then click on the LCPTracker County and find the match for it. Save Match County

Save Match County

County ID / County Match

Delete Selected Cancel

County ID / County Match

Enter County Name
YUBA

Select LCPTracker County
TUOLUMNE COUNTY
VENTURA COUNTY
YOLO COUNTY
YUBA COUNTY

Once you "Save Match County" then your list will appear at the bottom of the page. You may always delete anything you incorrectly matched.

County ID / County Match

Select	County	LCPTracker Counties
☐	Alameda	ALAMEDA COUNTY
☐	Alpine	ALPINE COUNTY
☒	Ventura	VENTURA COUNTY
☒	Yuba	YUBA COUNTY

Delete Selected Cancel

Select	County	LCPTracker Counties
☐	Alameda	ALAMEDA COUNTY
☐	Alpine	ALPINE COUNTY

Delete Selected Cancel

ADD/ REMOVE PROJECT MATCH

The project match function matches your accounting system project ID to the LCPtracker project ID. For example your project ID might be 04162013 and the LCPtracker ID might be 10242012. On upload LCPtracker will substitute its code form your accounting system code.

Add / Edit Project Match

Enter Project Name
04162013

Select LCPTracker Project
SLD-FEBRUARY BRIDGE - PHASE 1
SLD-AUBREY'S BRIDGE
SLD-DAILY REPORTER PROJECT
SLD-PATTY B. Elementary School - MPID #0012281

Enter the Project Name as your accounting system names it and then click on the LCPTracker Project and find the match for it. Save Match Project.

Save Match Project

Project ID / Project Match

Delete Selected Cancel

Project ID / Project Match

Enter Project Name
04162013

Select LCPTracker Project
SLD-AUBREY'S BRIDGE
SLD-DAILY REPORTER PROJECT
SLD-PATTY B. Elementary School - MPID #0012281
SLD - REPLACEMENT HOSPITAL - LEGACY PROJECT

Once you "Save Match Project" then your list will appear at the bottom of the page. You may always delete anything you incorrectly matched.

Project ID / Project Match

Select	Project	LCPTracker Projects
☐	04162013	SLD-AUBREY'S BRIDGE
☒	10242012	SLD-FEBRUARY BRIDGE - PHASE 1

Delete Selected Cancel

Select	Project	LCPTracker Projects
☐	04162013	SLD-AUBREY'S BRIDGE

Delete Selected Cancel

The more projects and matching you do the larger your report will become if you choose to Run Match Craft Report.



MATCH CRAFT REPORT

Thursday, September 26, 2013

The Pairs of Craft and PW Craft/Classification

The more **projects** and more craft matching you do the larger your Match Craft Report will become. Also if a project has more than one **Jurisdiction** and/or **locations** the more 'matching' you will have.

Contractor Craft	Project Name	Counties	Prevailing Wage Craft	Prevailing Wage Classification
CMNT MSN	SLD-AUBREY'S BRIDGE2	OREGON-LANE	CEMENT MASON/CONCRETE FINISHER	CEMENT MASON/CONCRETE FINISHER
CPRNTR	SLD-AUBREY'S BRIDGE2	OREGON-LANE	CARPENTERS	FORM BUILDING AND SETTING
CMNT MSN	SLD-AUBREY'S BRIDGE2	SLD_Yolo Co., - N. CA	CEMENT MASON/CONCRETE FINISHER	CEMENT MASON/CONCRETE FINISHER
CPRNTR	SLD-AUBREY'S BRIDGE2	SLD_Yolo Co., - N. CA	CARPENTERS	ALL OTHER WORK

Once you have completed any match functions you are ready to upload payrolls. See [Upload Records](#) section.

WORK ORDERS

Administrator / Prime Contractor Setup for Work Orders

Administrators can designate a project as a work order project and define the work orders. Since the continual entry of new work orders may be operationally awkward; the Prime Contractor is permitted to enter work orders also. Project Setup can ONLY be done by Administrators and they will mark the Project "Require Work Orders".

Add/Edit Project

To add a new project enter information and save. To edit an existing project, select it from the list first.

Select a project to edit

Project Name *

Project ID *

Status

Federal-aid Project ID

Department

Default Department

☐ Recovery Act Project
☐ Require DUNS Number
☒ **Require Work Orders**
☐ 1391/1392 Project?
☐ Use higher of Davis-Bacon Vs State rates

Budget *
% Complete
Revised Contract Amount
General Wage Decision
New Hire Days

Administrators have to designate a project for work orders. They can do so by checking this box when setting up project.



Define a Work Order

The Administrator or Prime Contractor may define the work orders. Simply go to **Set Up** and Add/Edit Work Order to open form below. The Work Order ID and Title field are the only required fields in order to **Save** the work order, all other fields are optional.

- To create a new Work Order. a) Select a Project. b) Enter at least a Work Order ID and Title. c) Click on the Save button.
- To edit a Work Order. a) Select a Project and a Work Order from the list. b) Make changes. c) Click on the Save button.

The screenshot shows the 'Define a Work Order' form. It includes fields for 'Select Project' (SLD-AUBREY'S BRIDGE), 'Select Work Order to Edit' (empty), 'Work Order ID' (04172013-1), 'Title' (Aubrey's Bridge WO 1), 'Budget' (500000.00), 'Status' (Open), 'Address 1' (788 Main Street), 'Address 2' (Bridge Span Section 1 - 2), 'City' (Eugene), 'State' (OR), 'ZIP' (97401), and 'Description' (Concrete Pouring in Willamette Bridge Span, Section 1 & 2). At the bottom are buttons for 'Delete', 'Clear Form', 'Cancel', and 'Save'. Two callout boxes provide instructions: one for creating a new work order (requiring ID and Title) and another for status choices (OPEN or CLOSED). A red arrow points from the 'Status' dropdown to the second callout box.

You may edit any work order, change status, you may not delete once CPR's have been submitted.

The left screenshot shows the 'Define a Work Order' form with a list of work orders: '04172013-2', 'Aubrey's Bridge WO 3', and 'Concrete Pouring in Willamette Bridge Span, Section 5 & 6'. The right screenshot shows the same form with a 'Work Order Saved' confirmation message. A callout box states: 'You may edit at any time or change status. Once you have CPR's submitted you may not delete the work order'.



Contractor Submittal of Work Order Information

Prime Contractors – Prime Contractors can define work orders.

All Contractors - The Contractor submittal of work order information is simple. Simply select the work order appropriate on the payroll entry form. The work order information appears on the Certified Payroll Report grouped by work order.

Payroll record entry form (2 of 2)

Week End Date: 6/3/2012 Payroll No: 19
 Project: SLD-AUBREY'S BRIDGE Contractor: SLD_OBEC (PRIME)
 Employee: GAHL, DERRICK Start Date: 2/14/2012
☐ Is Foreman ☐ Is Owner/Operator Expire Date: 1/1/2100
 Work Order: * 04172013-1

Gross Employee Pay This Project	Wages Paid in Lieu of Fringes	Gross Pay All Projects	Hourly Pay	Overtime	Hourly Double Time Rate	Rate in Lieu of Fringes
6000.000	0.000	6000.000	150.00			0.000

Classifications
 Hours Worked Each Day
 Fringes / Contributions paid to others (not employee) for this project only
 Deductions, Payments and Notes
 Notices

Cancel Save

Payroll record entry form (2 of 2) choose the proper Work Order you are reporting payroll for.

WEEKLY CERTIFIED PAYROLL REPORTING FORM

NAME OF CONTRACTOR :SLD_OBEC (PRIME)		CONTRACTOR'S LICENSE No. 6836090 SPECIALTY LICENSE No.		ADDRESS : 6500 Highway 123 North, CANBY, OR 97401 PHONE: 541-555-5555 EMAIL: musedoll1966@gmail.com		PROJECT LOCATION CODE / NAME: OREGON - STATE / 02142013@1204PM / SLD-AUBREY'S BRIDGE																		
PAYROLL No. 19		FOR WEEK ENDING: 06/03/2012 SUBMITTED ON: April 17, 2013		MOTOR CARRIER PERMIT No.		UNION Non-Union																		
NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER		WORK CLASSIFICATION, LOCATION		HOURS WORKED EACH DAY		TOTAL HOURS																		
GAHL, DERRICK SSN: [REDACTED] Address: [REDACTED] Emp. ID: 456789 NOT SPECIFIED Male	ELECTRICIAN / ELECTRICIAN	WO: 04172013-1	OREGON - STATE	02/12	03/12	04/12	05/12	06/12	07/12	08/12	TOTAL HOURS	BASE HOURLY RATE OF PAY	THIS PROJECT	ALL PROJECTS	Federal Tax	Social Security	Medicare	State Tax	Local Taxes / SDI	Other	Savings	Net Paid Week	Check No.	
				M	T	W	TH	F	S	S	20.00	\$40.00	1,800.00	200.00	100.00	50.00	25.00	12.50	0.00	12.50	1,400.00	DD		
				S	4.00	4.00	4.00	4.00	4.00															
				O																				
				D																				
All or Part of Fringes Paid to Employee: NO				Vacation, Holiday and Dues in Gross Pay: NO				Voluntary Contributions in Gross Pay: NO				Rate in Lieu of Fringes	Total in Lieu of Fringes	Total Base Rate + Fringes	Voluntary Pension	Voluntary Medical						Total Fringe Rate to 3rd	Total Deduction	
												\$5.00	100.00	67.65	0.00	0.00						353.60	\$400.00	
JAMES, JOSHUA SSN: [REDACTED] Address: [REDACTED] Native American Male	ENGINEERING CONSULTANT / TECHNICIAN	WO: 04172013-1	OREGON - STATE	02/12	03/12	04/12	05/12	06/12	07/12	08/12	TOTAL HOURS	BASE HOURLY RATE OF PAY	THIS PROJECT	ALL PROJECTS	Federal Tax	Social Security	Medicare	State Tax	Local Taxes / SDI	Other	Savings	Net Paid Week	Check No.	
				M	T	W	TH	F	S	S	8.00	8.00	2,640.00	100.00	50.00	25.00		0.00	25.00	0.00	2,440.00	DD		
				S	8.00	8.00																		
				O																				
				D																				
All or Part of Fringes Paid to Employee: NO				Vacation, Holiday and Dues in Gross Pay: NO				Voluntary Contributions in Gross Pay: NO				Rate in Lieu of Fringes	Total in Lieu of Fringes	Total Base Rate + Fringes	Voluntary Pension	Voluntary Medical						Total Fringe Rate to 3rd	Total Deduction	
												\$0.00	0.00	170.45	0.00	0.00						818.00	\$500.00	
MOUSE, MICKY SSN: [REDACTED] Address: [REDACTED] Other Male	ENGINEERING CONSULTANT / SUPERVISOR	WO: 04172013-2	OREGON - STATE	02/12	03/12	04/12	05/12	06/12	07/12	08/12	TOTAL HOURS	BASE HOURLY RATE OF PAY	THIS PROJECT	ALL PROJECTS	Federal Tax	Social Security	Medicare	State Tax	Local Taxes / SDI	Other	Savings	Net Paid Week	Check No.	
				M	T	W	TH	F	S	S	24.00	\$100.00	2,400.00	100.00	50.00	25.00		0.00	25.00	0.00	2,440.00	DD		
				S	8.00	8.00																		
				O																				
				D																				
All or Part of Fringes Paid to Employee: NO				Vacation, Holiday and Dues in Gross Pay: NO				Voluntary Contributions in Gross Pay: NO				Rate in Lieu of Fringes	Total in Lieu of Fringes	Total Base Rate + Fringes	Voluntary Pension	Voluntary Medical						Total Fringe Rate to 3rd	Total Deduction	
												\$10.00	240.00	130.83	0.00	0.00						20.83	\$200.00	

OTHER DEDUCTION NOTES: CHILD SUPPORT (02/21/2013)

OTHER DEDUCTION NOTES: Now I have edited a payroll and this is line one of other notes

OTHER DEDUCTION NOTES: garnishment

Once you enter all payroll records for the week, check for notices and then certify. The work orders will appear on the CPR.



ADDING ADDITIONAL USERS TO YOUR ACCOUNT

Contractors, you may now add your own additional users. If you have an assistant or hire someone to help you, you as the main user may go into LCPtracker and add your own additional users. For those using Daily Reporter you may setup and assign Roles, Foreman and Administrator, please skip to the Daily Reporter section to read the difference in use for Foreman vs. Administrator prior to setting up that additional user.

ADD/EDIT ADDITIONAL USERS

Only the main user id to the account can go in and add the additional users at this time.

Setup Main Menu

Add/Edit Employee	Company Information	Add/Edit Craft Name
Fringe Benefits		Add/Edit Work Order
Subcontractors		Add/Edit Additional Users
Change Password	Add/Remove Craft Match	
Edit eSignature	Add/Remove Project Match	

When you go into Add/Edit Additional User, if you click on the drop down you will see, 'you' the original user id, this should not be changed. The original user contact information is under the Company Information page (see **SETUP**, choose Company Information to edit the contact name and email).

Add / Edit Contractor Logins **Add Mode**

User

Select a user to edit

10242012 (sent to this email address)

Name

Phone

Cancel Reset Form Save

To add the additional user(s) you need, edit those you have created or delete anyone you created that no longer needs to or should have access.



The screenshot shows the 'Add / Edit Contractor Logins' form in 'Add Mode'. The form has a blue header bar with the title and a yellow 'Add Mode' button. Below the header, there are four input fields: 'User' (a dropdown menu with 'Select a user to edit'), 'E-Mail' (with a green note: 'Login information will be sent to this email address'), 'Name', and 'Phone'. The 'E-Mail' field contains 'jjdoll@lcp.com', 'Name' contains 'Joshua James', and 'Phone' contains '714-669-0052'. At the bottom are three buttons: 'Cancel', 'Reset Form', and 'Save'. A blue rounded rectangle callout points to the 'Save' button with the text: 'Enter the Additional User email address, their name and phone number and Save'.

When you enter the email address of the user, be sure that it is correct. This is the address that the system will send the user id & temporary password to.

This is a duplicate of the previous screenshot, showing the 'Add / Edit Contractor Logins' form in 'Add Mode' with the same data entered: User (dropdown), E-Mail (jjdoll@lcp.com), Name (Joshua James), and Phone (714-669-0052). The 'Save' button is highlighted in blue.

You have now saved this additional user and the system will auto-generate email to that user with his/her user id and temporary password.

The screenshot shows the 'Add / Edit Contractor Logins' form in 'Edit Mode'. The form has a grey header bar with the title and a yellow 'Edit Mode' button. The input fields are the same as in the previous screenshots. At the bottom, there are five buttons: 'Reset Password', 'Delete' (in red), 'Cancel', 'Reset Form', and 'Save'. A 'Results' dialog box is open on the right side of the form, displaying the text 'Saved!' and an 'OK' button.

If you try to set up a user and the email address is already in use by someone else, system will notify you. Be sure that email address is correct for the user you are setting up.



Add / Edit Contractor Logins Add Mode

User
Select a user to edit

E-Mail (Login information will be sent to this email address)
jjdoll@lcp.com

Name
Joshua James

Phone
714-669-0052

Cancel Reset Form Save

Results

E-Mail address is already in use by Joshua James

OK

Once the additional user receives his/her log in information they can log into the system. As with all new users, the system will require them to change that temporary password.

Projects 1. Payroll Records 2. Notices 3. Certification Reports eDocuments Set Up Daily Reporter

Change Password

You have accessed LCPTracker either using a temporary password or your password might have expired. Please create a new password before continuing using the system.

Password Rules:
 - Must be at least 6 characters long
 - Must contain at least one lower-case letter and one upper-case letter.
 - Must be no longer than 20 characters.

User id:
jjdoll@lcp.com

New password: Repeat password:

Clear Form Cancel Save Password

I will try later. [Log out](#)

NOTE:
 LCPTRACKER RECOMMENDS THAT YOU CREATE A PASSWORD WITH THE FOLLOWING CHARACTERISTICS:
 - At least 8 characters long
 - Contains at least one lower-case letter, one upper-case letter, one digit (0-9), and one special character like @#%&+*=

Type in your new password twice and "Save Password"

If you have more than one agency and need the additional user to have access to each, you will need to repeat steps to Add/Edit Additional users under each account to Add them so that they may have access.

Logout

Please select an account:

STACEY - CALIFORNIA ACCOUNT
STACEY - FEDERAL ACCOUNT

Logout

Please select an account:

STACEY - CALIFORNIA ACCOUNT
STACEY - DEMO ACCOUNT
STACEY - FEDERAL ACCOUNT

Main user on the right has access to 3 accounts.
 Additional user only setup under 2 so he/she only has access to the 2 that he/she was setup under.



You may also delete an additional user.

A screenshot of the "Add / Edit Contractor Logins" screen in the LCPtracker software. The screen is in "Edit Mode" and shows a form for a user named "Joshua James" with fields for E-Mail (jjdoll@lcp.com), Name (Joshua James), Phone (714-669-0052), and User ID (jjdoll@lcp.com). A "Delete User" dialog box is open in the center, asking "Are you sure?" with "Yes" and "No" buttons. At the bottom of the form are buttons for "Reset Password", "Delete", "Cancel", "Reset Form", and "Save".

ENTER PAYROLL DATA AND SUBMIT CERTIFIED PAYROLL

Payroll records **1. Payroll Records** are the base data that is entered to report prevailing wage. At least one payroll record per prevailing wage employee who worked on the job site must be submitted each week. Additional records per employee can be submitted if -

- The employee worked at more than one prevailing wage craft during the week;
- The employee had a pay raise during the week; or
- The employee worked a standard shift and special shift during the week.

The Payroll Record screen provides access to the payroll entry and editing processes. Select the function you want to use and the LCPtracker Program will take you to that function. Each is explained below.

A screenshot of the "Payroll Records" screen in the LCPtracker software. The screen has a navigation bar at the top with buttons for "Projects", "1. Payroll Records" (selected), "2. Notices", "3. Certification", "Reports", "eDocuments", "Set Up", and "Daily Reporter". Below the navigation bar is a section titled "Payroll Records" with a grid of buttons: "Enter Records", "Direct Payroll Subscription", "Copy Previous Payroll", "Recovery Act Additional Data Entry", "Edit Records", "FHWA 1391 Additional Data Entry", "Upload Records", and "HUD Additional Data Entry".

ENTER RECORDS

As in the Add/Edit Employee screen under Setup, some Agencies may have the ability for you to choose your employee default classification there. For those that do not have that ability when you go to start entering payroll records, you will need to choose the craft and classification from here. After you have done at least one payroll record for an employee the system will show that craft/classification the next time you do payroll record data entry.



Payroll data entry is a two-step process in LCPtracker. First, select the Project you want to enter payroll records for and enter the date that is at the payroll week ending date. The week end date should be entered based on the day of the week you end your payroll on. This has caused some confusion to Contractors, here we have set up examples for you:

- Monday through Sunday = Sundays are your week end date
- Tuesday through Monday = Mondays are your week end date
- Wednesday through Tuesday = Tuesdays are your week end date
- Thursday through Wednesday = Wednesdays are your week end date
- Friday through Thursday = Thursdays are your week end date
- Saturday through Friday = Fridays are your week end date
- Sunday through Saturday = Saturdays are your week end date

After you select your Project (be careful to choose the correct one you are reporting for, some Contractors may be assigned to more than one Project and once a Payroll Record is created you would have to delete and restart if you chose the incorrect Project to begin with);

Enter your week end date (again, not sure see above and examples given), or use the calendar to choose the date;

Choose the employee you need to Enter Payroll for; and

See below for screen shots, for those with Federal setup as we call it, you click the “Add Classification” choose the craft and classification and check the craft to report for.

Payroll Entry step one (for those with no default classification in the Add /Edit Employee screen) –

Payroll Record Entry

Project *
SLD-AUBREY'S BRIDGE

Week End Date *
05/18/2013

Employee *
JAMES, JOSHUA

Add Classification Cancel Next

Be sure to choose the correct Project you need to Enter Payroll for;
The week end date based on the day of the week you end your payroll on;
The Employee you need to Enter Payroll for; and
Check the classification you need to report on.

Select	General Decision	Construction Type	Craft	Journey Level	Jurisdiction	Location	Notes
☒	OR-STATE-02142012	ALL	ELECTRICIAN	ELECTRICIAN	SLD - OREGON STATE	OREGON - STATE	

You will have to Add Classification to proceed. After you have completed these steps the first time for your employee, the system will show those choices the next time you come here to enter payroll records.

Payroll Record Entry

Project *
SLD-AUBREY'S BRIDGE

Week End Date *
05/18/2013

Employee *
JAMES, JOSHUA

Add Classification Cancel Next

If no Classification, you will need to "Add Classification" and choose before you can continue and click Next.



If you have to Add Classifications, clicking on Add Classification will give you a pop up, choose the craft from drop down and you will see any classifications that are loaded for that craft. Check what you need and click Add Selected.

Add Classifications

Craft
ELECTRICIAN

Select	General Decision	Construction Type	Journey Level	Jurisdiction	Location	Notes
☒	OR-STATE-02142012	ALL	ELECTRICIAN	SLD - OREGON STATE	OREGON - STATE	ELEC0068-012 06/01/2010

Add Selected Cancel

Payroll Record Entry

Project *
SLD-AUBREY'S BRIDGE

Week End Date *
05/18/2013

Employee *
JAMES, JOSHUA

Add Classification Cancel Next

You are not ready to click Next and begin entering payroll information.

Select	General Decision	Construction Type	Craft	Journey Level	Jurisdiction	Location	Notes
☒	OR-STATE-02142012	ALL	ELECTRICIAN	ELECTRICIAN	SLD - OREGON STATE	OREGON - STATE	

For those that have the ability to choose the Default Classification in the Setup> Add/Edit Employee section –
 Note: if you have an employee that has more than one type of work that they can do, here is where you can change the craft and journey level to report any other work that they may have completed for the week. There is no reason to go back to Setup and edit the Add/Edit employee screen unless the change is permanent.

Payroll Record Entry

Project *
SLD-GOODPASTURE BRIDGE RENOVATION

Week End Date *
05/17/2013

Employee *
PEANUT, MISS

Craft
ELECTRICIAN

Journey Level
INSIDE WIREMAN

Cancel Next

Choose your Project;

Choose your Week End date - you can type in this format or use calendar box to find your date;

Choose the Employee you need to enter payroll for

Craft/Classification (Journey Level) will default to what you chose in the Employee Setup.

If you have an employee that worked more than one craft or classification in the same week, here is where you can change that craft/classification to report the other work that they did.

MULTIPLE JURISDICTIONS and/or LOCATIONS Payroll Entry step one – for those that may have to choose a craft/classification for each Jurisdiction and/or Location assigned to your project.

Jurisdiction is the managing agency/entity overseeing the LCPtracker account. They choose the name of the Jurisdiction when they begin their start up with LCPtracker and may have more than one. As well as they may have more than one Location assigned to a project.



You will choose just like everyone does, the Project, the Week End date and the Employee. Then you will need to choose a craft/classification from each Jurisdiction and/or Location assigned to the project. The system will give you a pop up if you need to make another choice in order to proceed with entering the payroll record.

Here is an example of 2 Jurisdictions and 1 Location. This example already has one craft/classification and try to click next to get to the next step, system will give you a pop up informing you that you will need to select one classification per jurisdiction and/or location assigned to the project.

Payroll Record Entry

Project *
SLD-2 JURISDICTIONS_1 LOCATION

Week End Date *
05/20/2013

Employee *
JAMES, JOSHUA

Add Classification Cancel Next

Results
Please select one classification per jurisdiction assigned to the project

Select	General Decision	Construction Type	Craft	Jurisdiction	Location	Notes
☐	JURS1_LOCATION_1 (FED)	ALL	CEMENT MASON FINISHER	SLD-1	SLD-1LOCATION (FEDERAL)	SUCO2001-006 12/20/2001

Annotation: You look at the background you can see that one Jurisdiction has already been chosen. This is a dual Jurisdiction so I have to choose craft/classification from the "other" Jurisdiction.

Choosing the 'other' craft/classification from the 'other' Jurisdiction and/or Location.

Add Classifications

Craft
CEMENT MASON/FINISHER

Annotation: The 'other' Jurisdiction I have to choose from

Select	General Decision	Construction Type	Journey Level	Jurisdiction	Location	Notes
☐	JURS2_LOCATION_1 (FED)	ALL	Apprentice Cement Masons/ Finishers	SLD-2	SLD-1LOCATION(FEDERAL)	
☒	JURS2_LOCATION_1 (FED)	ALL	CEMENT MASON/ FINISHER	SLD-2	SLD-1LOCATION(FEDERAL)	

Add Selected Cancel

Now you can choose both craft/classifications, one from each Jurisdiction. You may have multiple Jurisdictions and/or Locations, you will need to choose a craft from each. For most however it will simply be just one as in the "Federal" or "California" in previous steps.

Payroll Record Entry

Project *
SLD-2 JURISDICTIONS_1 LOCATION

Week End Date *
05/20/2013

Employee *
JAMES, JOSHUA

Add Classification Cancel Next

Annotation: Now check both craft/classifications, one from each jurisdiction and click Next.

Select	General Decision	Construction Type	Craft	Journey Level	Jurisdiction	Location	Notes
☒	JURS1_LOCATION_1 (FED)	ALL	CEMENT MASON/CONCRETE FINISHER	CEMENT MASON/CONCRETE FINISHER	SLD-1	SLD-1LOCATION (FEDERAL)	SUCO2001-006 12/20/2001
☒	JURS2_LOCATION_1 (FED)	ALL	CEMENT MASON/FINISHER	CEMENT MASON/ FINISHER	SLD-2	SLD-1LOCATION (FEDERAL)	



Payroll Record Entry form (2 of 2)

This screen is used to enter payroll records one at a time. LCPtracker has included utility for contractors to load payroll information from a spreadsheet to save time. Details for this process are provided in the section **UPLOAD RECORDS**.

The second step in the Payroll Entry process is shown below. The upper portion of this screen self populates from the data entered in step one. You can tab through this screen or use your mouse to click in fields to enter data.

Projects 1. Payroll Records 2. Notices 3. Certification Reports eDocuments Set Up Daily Reporter							
Edit Record							
Week End Date: 5/18/2013		Contractor: SLD_OBEC (PRIME)		These fields will auto-populate based on your Payroll Record entry step 1.			
Project: SLD-AUBREY'S BRIDGE							
Employee: JAMES, JOSHUA							
☐ Is Foreman ☐ Is Owner/Operator							
Gross Employee Pay This Project	Wages Paid in Lieu of Fringes	Gross Pay All Projects	Hourly Rate of Pay	Hourly Overtime Rate	Hourly Double Time Rate	Rate in Lieu of Fringes	
0.000	0.000	0.000	40.000	0.000	0.000	5.000	

Each section and field of the Payroll Record Entry Form will be explained. NOTE: some fields that are optional in the initial setup process by the Agency are the Wages Paid in Lieu of Fringes and the Rate in Lieu of Fringes. If your Agency chose not to allow this feature; you will not see these 2 fields in your Payroll Record entry form page 2 of 2.

This is a WEEKLY reporting form, you report hours worked for the week being reported on, this is not an accumulation. All fields are for the week you are reporting hours worked and wages paid.

Optional Wages Paid In Lieu/Rate in Lieu fields available for use:

Edit Record							
Week End Date: 5/18/2013		Contractor: SLD_OBEC (PRIME)					
Project: SLD-AUBREY'S BRIDGE							
Employee: JAMES, JOSHUA							
☐ Is Foreman ☐ Is Owner/Operator							
Gross Employee Pay This Project	Wages Paid in Lieu of Fringes	Gross Pay All Projects	Hourly Rate of Pay	Hourly Overtime Rate	Hourly Double Time Rate	Rate in Lieu of Fringes	
2600.000	275.000	2575.000	40.000	60.000	80.000	5.000	

Optional Wages Paid In Lieu/Rate in Lieu fields NOT available for use:

Edit Record					
Week End Date: 5/18/2013		Contractor: SLD_OBEC (PRIME)			
Project: SLD-AUBREY'S BRIDGE					
Employee: JAMES, JOSHUA					
☐ Is Foreman ☐ Is Owner/Operator					
Gross Employee Pay This Project	Gross Pay All Projects	Hourly Rate of Pay	Hourly Overtime Rate	Hourly Double Time Rate	
2600.000	2575.000	40.000	60.000	80.000	



There is also the ability for Administrators and/or Primes to require Work Orders for Payroll Entry. If the Project is associated with Work Orders and that section of Project setup is checked (Administrator action only) you will see Work Orders as an option. If you are a Prime Contractor be sure to review the work order Setup section. Prime Contractors can define work order numbers.

Note: if the Work Order option is showing and there are no Work Orders to choose from in the drop down, please contact your Prime or go to Projects tab and click the "Show Info" for that Project and start with that contact.

Edit Record			
Week End Date:	5/18/2013	Contractor:	SLD_OBEC (PRIME)
Project:	SLD-AUBREY'S BRIDGE	Work Order: *	04172013-1
Employee:	JAMES, JOSHUA		
☐ Is Foreman ☐ Is Owner/Operator			

Gross Employee Pay this Project should be equal to the hourly rate fields x the hours posted on this payroll record. This amount does NOT include fringes. It is usually the amount that is provided by your payroll system. If you pay additional Wages Paid in Lieu of Fringes then enter this amount in that field.

Wages Paid in Lieu should be equal to the Rate in Lieu x the hours posted on this payroll record. Wages Paid in Lieu are those amounts paid to the employee when no fringe benefits are paid or when the fringe benefits paid are insufficient to meet the required total hour rate of pay.

Gross Pay All Projects should be employee's Gross Pay for the week regardless of what Projects were worked on.

Gross Employee Pay This Project	Wages Paid in Lieu of Fringes	Gross Pay All Projects
2600.000	275.000	2575.000

Enter the Basic Hourly Rate of Pay, Hourly Overtime Rate, Hourly Double Time Rate, and Rate In Lieu of Fringes (if you are using, Rate in Lieu/Wages Paid in Lieu are not always used by all users), you pay the employee in the blue fields. Enter the overtime rates as required when overtime is worked. You can change them at any time.

Here we show how the Gross Employee Pay field is equal to the hourly rates x the hours posted and then the Wages Paid in Lieu of Fringes is equal to the Rate in Lieu x all hours posted.



Edit Record

Week End Date: 5/18/2013 Contractor: SLD_OBEC (PRIME)

Project: SLD-AUBREY'S BRIDGE

Employee: JAMES, JOSHUA

☐ Is Foreman ☐ Is Owner/Operator

Gross Employee Pay This Project	Wages Paid in Lieu of Fringes	Gross Pay All Projects	Hourly Rate of Pay	Hourly Overtime Rate	Hourly Double Time Rate	Rate in Lieu of Fringes
2600.000	275.000	2575.000	40.000	60.000	80.000	5.000

▼ Hours Worked Each Day

	Sunday 5/12/2013	Monday 5/13/2013	Tuesday 5/14/2013	Wednesday 5/15/2013	Thursday 5/16/2013	Friday 5/17/2013	Saturday 5/18/2013
Regular Time	0.00	8.00	8.00	8.00	8.00	8.00	0.00
Overtime at 1.5	0.00	2.00	2.00	2.00	2.00	2.00	0.00
Double-Time	0.00	1.00	1.00	1.00	1.00	1.00	0.00

$\$40 \times 40 \text{ hours} = 1600$
 $\$60 \times 10 \text{ ot hours} = 600$
 $\$80 \times 5 \text{ dble ot hours} = 400$
 $1600 + 600 + 400 = 2600$

 $\$5 \times 60 = \$275.00$

Classifications

The Craft/Classification (Journey Level) may be edited if incorrect by clicking on the Edit and making another choice. Below we show the classification section for both those that have only one craft/classification as well as an example for someone with more than one Jurisdiction and/or Location to choose from. All are editable at any time.

Edit Record

Week End Date: 5/18/2013 Contractor: SLD_OBEC (PRIME)

Project: SLD-AUBREY'S BRIDGE

Employee: JAMES, JOSHUA

☐ Is Foreman ☐ Is Owner/Operator

Gross Employee Pay This Project	Wages Paid in Lieu of Fringes	Gross Pay All Projects	Hourly Rate of Pay	Hourly Overtime Rate	Hourly Double Time Rate	Rate in Lieu of Fringes
2600.000	275.000	2575.000	40.000	60.000	80.000	5.000

▼ Classifications

General Decision	Construction Type	Craft	Journey Level	Jurisdiction	Location	Start Date	Expire Date	
OR-STATE-02142012	ALL	ELECTRICIAN	ELECTRICIAN	SLD - OREGON STATE	OREGON - STATE	2/14/2012	1/1/2100	Edit

Regardless of one Craft/Classification (Journey Level) or more for those with Multiple Jurisdictions and/or Locations, all can be edited if needed in the Payroll Record Entry Form (page 2 of 2).

▼ Classifications

General Decision	Construction Type	Craft	Journey Level	Jurisdiction	Location	Start Date	Expire Date	
JURS1_LOCATION_1 (FED)	ALL	CEMENT MASON/CONCRETE FINISHER	CEMENT MASON/CONCRETE FINISHER	SLD-1	SLD-1_LOCATION (FED.)	10/24/2012	1/1/2100	Edit
JURS2_LOCATION_1 (FED)	ALL	CEMENT MASON/FINISHER	CEMENT MASON/ FINISHER	SLD-2	SLD-1_LOCATION (FED.)	9/21/1986	1/1/2100	Edit

Hours Worked Each Day

The Hours worked each day should ONLY be the hours reported for working on this project for the week you are reporting on. Again this is not accumulative. Under this section titled Hours Worked Each Day enter the number of Regular Time (Straight-time), Overtime at 1.5 and Double-Time hours worked each day for the payroll period (one week).



▼ Hours Worked Each Day

	Sunday 5/12/2013	Monday 5/13/2013	Tuesday 5/14/2013	Wednesday 5/15/2013	Thursday 5/16/2013	Friday 5/17/2013	Saturday 5/18/2013
Regular Time	0.00	8.00	8.00	8.00	8.00	8.00	0.00
Overtime at 1.5	0.00	2.00	2.00	2.00	2.00	2.00	0.00
Double-Time	0.00	1.00	1.00	1.00	1.00	1.00	0.00

This record employee worked all hours on this project.

You only report the hours worked on this project. If your employee worked on another project, ONLY those hours on this project are reported on the Payroll Record Entry Form page 2 of 2.

▼ Hours Worked Each Day

	Sunday 5/12/2013	Monday 5/13/2013	Tuesday 5/14/2013	Wednesday 5/15/2013	Thursday 5/16/2013	Friday 5/17/2013	Saturday 5/18/2013
Regular Time	0.00	0.00	0.00	0.00	0.00	8.00	0.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	2.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	1.00	0.00

This record only has 8 hours on Friday, along with 2 hours of overtime and 1 hour of double time. These were the only hours worked on this project.

The Screen automatically adjusts the weekly payroll period to reflect your week-end-date. As laid out in the beginning of the Enter Records section.

▼ Hours Worked Each Day

	Sunday 5/12/2013	Monday 5/13/2013	Tuesday 5/14/2013	Wednesday 5/15/2013	Thursday 5/16/2013	Friday 5/17/2013	Saturday 5/18/2013
Regular Time	0.00	8.00	8.00	8.00	8.00	8.00	0.00
Overtime at 1.5	0.00	2.00	2.00	2.00	2.00	2.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Sunday through Saturday so Saturday is the Week End Date for this Company.

▼ Hours Worked Each Day

	Monday 5/13/2013	Tuesday 5/14/2013	Wednesday 5/15/2013	Thursday 5/16/2013	Friday 5/17/2013	Saturday 5/18/2013	Sunday 5/12/2013
Regular Time	0.00	8.00	8.00	8.00	8.00	0.00	0.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Monday through Sunday so Sunday is the Week End Date for this Company.

▼ Hours Worked Each Day

	Saturday 5/18/2013	Sunday 5/12/2013	Monday 5/13/2013	Tuesday 5/14/2013	Wednesday 5/15/2013	Thursday 5/16/2013	Friday 5/17/2013
Regular Time	0.00	0.00	0.00	8.00	8.00	8.00	0.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Saturday through Friday so Friday is the Week End Date for this Company.

Fringes /Contributions paid to others (not employee) for this project only

If you entered the hourly rate of fringe benefits in the Employee Setup or Fringe Benefit Maintenance table then click the "Calculate Fringes" button. The calculated fringe amounts can be edited if required. The feature will take the hours posted in the Hours worked section of the Payroll Record and multiply them by the fringe benefit rates. (This Function may NOT be available to you).



If you did not enter the rates, then enter the Fringe /Contributions (This Project Only). Enter the appropriate amount for each of the categories in this section. If there is no data for a box, leave it blank. This example there is 55 hours total; 40 regular, 10 overtime and 5 double-time. We noted in red what the hourly values are in the Employee setup.

▼ Fringes / Contributions paid to others (not employee) for this project only

2.16	10.24	6.27	0.92	0.95	Voluntary Contributions		☐ Vac/Hol/Dues Included in Gross Emp. Pay
Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training	Pension	Medical	☐ Some or All Fringes Paid to Employee
118.800	563.200	344.850	50.600	52.250	0.000	0.000	☐ Voluntary Contributions Included in Gross Emp. Pay
More...		More...					Calculate Fringes

If you entered the Hourly fringe values in the Employee setup screen, when doing Payroll Records, just click the Calculate Fringes and system will take those Hourly values from the Employee setup and multiple times the hours posted on the payroll record and fill in the appropriate fields.

The “[more links](#)” below the [Vac/Hold/Dues](#) and [Pension](#) explains additional detail. Here we will present that detail.

Vacation / Holiday Directions

The entering of information for Vacation and Holiday pay is causing confusion. The following is a more detailed explanation of the entering of Vacation and Holiday pay.

Case 1 Vacation and Holiday is paid to the employee as additional wages. Enter the paycheck gross amount as part of the Gross Employee Pay This Project. Enter \$0.00 in the fringe benefit area and check the Vac/Hol/Dues in Gross Emp. Pay box.

This would be what you consider the employees Hourly Rate of Pay. You are paying it as part of the wages and would be factored as part of overtime/double-time factoring if hours worked. The hourly rates x the hours posted would equal the Gross Pay This Project field.

▼ Fringes / Contributions paid to others (not employee) for this project only

Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training	Voluntary Contributions		☒ Vac/Hol/Dues Included in Gross Emp. Pay
0.000	563.200	344.850	50.600	52.250	Pension	Medical	☐ Some or All Fringes Paid to Employee
More...		More...			0.000	0.000	☐ Voluntary Contributions Included in Gross Emp. Pay
							Calculate Fringes

▼ Deductions, Payments and Notes

Deductions										
Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings	Total Deductions		
350.000	175.000	55.000	120.000	100.000	100.000	0.000	0.000	=	900.000	

Case 2 Vacation and Holiday is included in the paycheck to calculate taxes but is paid to another fund (union) and thus deducted from the paycheck. Enter the paycheck gross amount as part of the Gross Employee Pay This Project. Enter the \$value in the fringe benefit area and check the box that says Vac/Hol/Dues Included in Gross Emp. Pay. In this scenario you would also show the deduction in the Deductions, Payments and Notes (taxes) section under the Vac/Dues field.



▼ Fringes / Contributions paid to others (not employee) for this project only

Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training	Voluntary Contributions		☒ Vac/Hol/Dues Included in Gross Emp. Pay ☐ Some or All Fringes Paid to Employee ☐ Voluntary Contributions Included in Gross Emp. Pay Calculate Fringes	
118.800	563.200	344.850	50.600	52.250	Pension	Medical		
More...		More...			0.000	0.000		

▼ Deductions, Payments and Notes

Deductions								
Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings	Total Deductions
350.000	175.000	55.000	120.000	100.000	100.000	118.800	0.000	1018.800

Case 3 Vacation and Holiday is not included in the paycheck. The Vacation and Holiday is only paid to a fund and taxes are assessed when paid. Enter the amount of the Vac/Hol in the field. Check the Vac/Hol/Dues Included in Gross Emp. Pay box. It would only be part of the Gross Pay This Project if the employee takes and is being paid for. So you are showing the Fringe value, however it is not sent to any fund (union) or assessed taxes until it is taken.

▼ Fringes / Contributions paid to others (not employee) for this project only

Vac / Hol / Dues	Health & Welf.	Pension	Voluntary Contributions		☒ Vac/Hol/Dues Included in Gross Emp. Pay ☐ Some or All Fringes Paid to Employee ☐ Voluntary Contributions Included in Gross Emp. Pay Calculate Fringes			
118.800	563.200	344.850						
More...		More...						

▼ Deductions, Payments and Notes

Deductions								
Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings	Total Deductions
350.000	175.000	55.000	120.000	100.000	100.000		0.000	1018.800

Would have a value if being taken and taxes being assessed.

Case 4 Vacation and Holiday is accrued and taxes are assessed when paid. Enter the amount of the Vac/Hol/Dues in the field. This approach may not be accepted by some agencies.

▼ Fringes / Contributions paid to others (not employee) for this project only

Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training	Voluntary Contributions		☒ Vac/Hol/Dues Included in Gross Emp. Pay ☐ Some or All Fringes Paid to Employee ☐ Voluntary Contributions Included in Gross Emp. Pay Calculate Fringes	
118.800	563.200	344.850	50.600	52.250	Pension	Medical		
More...		More...			0.000	0.000		

▼ Deductions, Payments and Notes

Deductions								
Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings	Total Deductions
350.000	175.000	55.000	120.000	100.000	100.000	118.800	0.000	1018.800

(Continue to next page)



Voluntary Pension and Medical Contributions

Voluntary Pension and Medical Contributions are additional payments to an approved pension and/or health care funds that the employee elects to take out of his/her Gross Employee Pay this period before taxes.

These voluntary contribution amounts are part of the Gross Employee Pay this period but some payroll systems do not show it as such. If your accounting system does not include these amounts in the Gross Employee Pay this period enter the hourly rates of such amounts in the fields provided in Employee setup so that you may use the Calculate Fringe button when doing Payroll Records entry.

Be sure not to include it as part of the health & welfare payments you make on the employees behalf (fringe benefits company pays into an entity/union that benefits the employee)

▼ Fringes / Contributions paid to others (not employee) for this project only

Vac / Hol / Dues 118.800 More...	Health & Welf. 563.200	Pension 344.850 More...	All Other 50.600	Training 52.250	Voluntary Contributions Pension 0.000 Medical 0.000	☐ Vac/Hol/Dues Included in Gross Emp. Pay ☐ Some or All Fringes Paid to Employee ☐ Voluntary Contributions Included in Gross Emp. Pay Calculate Fringes
--	---------------------------	-------------------------------	---------------------	--------------------	---	---

These are the "Fringe Benefits" that the company pays to some entity (union) as a Fringe Benefit.

Voluntary Contributions are part of the Employees Gross Pay. These are values that the Employee elects to have taken out such as additional payments to an approved pension or health care fund.

Deductions, Payments and Notes

Enter your Deductions (taxes) and travel/subsistence pay as well as the Paycheck Amount (Net Pay), Check Number and any Notes for this current payroll you are entering.

The Paycheck amount and Check Number field is required field for the Payroll Record to save. The Check Number field will accept dd or DD for those that may have Direct Deposit vs. issuance of an actual Check. Once you are satisfied the data is accurate click the **Save** button.

▼ Deductions, Payments and Notes

Deductions

Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings	Total Deductions
350.000	175.000	55.000	120.000	100.000	100.000	0.000	0.000	= 900.000

Payments (If included in paycheck)

Trav/Subs	Paycheck amount	Check Number *
0.000	1975.000	DD or 7606

Notes

Use the Notes section for anything you wish to add a Note on for this current Payroll you are entering.

Other Deduction Notes

CHILD SUPPORT (02/21/2013)

The Total Deductions will auto-add as you enter all taxes.

Any Travel /Subsistance pay use the Trav/Subs field.



If your agency is requiring you to report what 'other' deductions are you will also have to fill in this section in order for LCPtracker to save your payroll record. For Other Deduction Notes refer back to section – [Default Other Deduction Notes](#).

▼ Deductions, Payments and Notes

Deductions								Total Deductions	
Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings		
350.000	175.000	55.000	120.000	100.000	100.000	0.000	0.000	=	900.000

Payments (If included in paycheck)

Trav/Subs	Paycheck amount	Check Number *
0.000	1975.000	DD or 663

Notes

Other Deduction Notes **Required**

If your agency is requiring you will have to fill out before system will save Payroll Record.

When you save the Payroll Record the system will let you know if you have notices on the current record.

Payroll Record Saved

When you are done entering the payroll records, check Notices, then certify the data you are submitting.

The "Certification" tab is where you send the data to the managing agency. They cannot see your data until you submit it.

Warning: There are 3 notices

Enter another record for a different employee?

You may choose No and not enter further employees without fixing the notices for current record first. For work flow purposes it is much easier to choose YES and enter the next record, continue the **PAYROLL RECORD ENTER** process until all records entered for the week. Then go into the **NOTICES** tab and check for any Payroll Notices and clear (see **NOTICES** section).

Projects | **1. Payroll Records** | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter

Payroll Record Entry

Project *
SLD-AUBREY'S BRIDGE

Week End Date *
5/18/2013

Employee *
Select an employee

Choosing Yes to continue entering Payroll Records, the Project and Week End Date are already chosen because you are in the entering cycle.

Choose your next Employee, their classification and click Next to proceed with entering data.

Select	General Decision	Construction Type	Craft	Journey Level	Jurisdiction	Location	Notes
--------	------------------	-------------------	-------	---------------	--------------	----------	-------



COPY PREVIOUS PAYROLL

This feature is most commonly used for those that manually enter their payrolls. For those that use an uploading option you may choose to copy the previous week payroll, however your uploading abilities will also include your new check numbers and you will not have to edit the payrolls to update the check number field. If you are using an uploading option you may skip on to [Edit Records](#) section, which all users should know how to do whether you manually enter one record at a time, copy payrolls or upload records.

After you have at least one payroll week certified you may use the **COPY PREVIOUS PAYROLL** feature.

The screenshot shows the 'Payroll Records' section of the LCPtracker software. The navigation bar includes 'Projects', '1. Payroll Records', '2. Notices', '3. Certification', 'Reports', 'eDocuments', 'Set Up', and 'Daily Reporter'. The 'Payroll Records' section contains buttons for 'Enter Records', 'Copy Previous Payroll', 'Edit Records', 'Upload Records', 'Direct Payroll', 'Recovery Act A', 'FHWA 1391 Ad', and 'HUD Addition'. A callout box states: 'You will need to enter your first week of Payroll initially to copy from. Once you have at least one week of CPR in the system you may use the Copy Previous Payroll feature.'

Step one will be to choose the project you wish to submit a CPR for. If you have more than one project, be sure that you are choosing the correct one to report.

The screenshot shows the 'Copy Previous Payroll' section of the LCPtracker software. The navigation bar is the same as the previous screenshot. The 'Copy Previous Payroll' section has a progress bar with three steps: '1. Copy From', '2. Review Records', and '3. Copy To'. Below the progress bar, it says 'First select a project. Then select a certified payroll week to copy from.' There is a 'Select Project' dropdown menu with 'SLD-AUBREY'S BRIDGE' and 'SLD-FEBRUARY BRIDGE - PHASE 1' as options. A callout box states: 'Be sure if you have more than one project that you are choosing the correct project for the week you are about to report'. Below the dropdown, there is a table with columns 'Week End', 'Payroll No', and 'View CPR'.

Now you will see all CPR's previously submitted for the project you are about to copy payrolls for. If you click on the "View" button on the far right, you can see that CPR in its entirety, viewing the employees entered under each previous week, may help you choose which CPR you will to use to copy to the current week you are working on submitting.



Copy Previous Payroll

1 Copy From 2 Review Records 3 Copy To

First select a project. Then select a certified payroll week to copy from.

Select Project *

SLD-AUBREY'S BRIDGE

Select	Week End	Payroll No	View CPR
☐	4/29/2012	14	View
☐	1/29/2012	1	View

[Cancel](#) [Next](#)

You will see a list of previous CPR's submitted for the project you choose

Step two you will see the payroll records that were submitted on the CPR you are choosing to copy from. You may choose to copy all employees (leave boxes checked) or some by un-checking what you do not want to copy.

Copy Previous Payroll

1 Copy From 2 Review Records 3 Copy To

Verify that all the records to be copied are selected.

Select	Name	Craft	Journey Level
☒	PETERSON, DAVID	ENGINEERING CONSULTANT	TECHNICIAN
☒	PETERSON, JULIE	ENGINEERING CONSULTANT	TECHNICIAN
☒	DAHL, DERRICK	ENGINEERING CONSULTANT	SUPERVISOR

[Cancel](#) [Back](#) [Next](#)

Choosing to copy all Choosing to only copy some (or one)

Copy Previous Payroll

1 Copy From 2 Review Records 3 Copy To

Verify that all the records to be copied are selected.

Select	Name	Craft	Journey Level
☒	PETERSON, DAVID	ENGINEERING CONSULTANT	TECHNICIAN
☐	PETERSON, JULIE	ENGINEERING CONSULTANT	TECHNICIAN
☐	DAHL, DERRICK	ENGINEERING CONSULTANT	SUPERVISOR

[Cancel](#) [Back](#) [Next](#)

Step three is to choose the week-end-date for this CPR. Make sure that you are choosing the correct day that you end your payroll weeks with. (*IMPORTANT* You CANNOT change this date later!). Once you are done, click [Save](#).



Copy Previous Payroll

1 Copy From 2 Review Records 3 Copy To

The selected payroll will be copied over to the week selected below. You will still need to add at least a check number in order to be able to certify. After saving, you will be redirected to the Payroll Edit page.

Week End Date *06/03/2012 

Cancel Back Save

Click on the calendar icon to find your date OR you can manually enter the date in this format

Once you click **Save** you will see all of the specific employee payroll records that are going to be copied. If you have copied more than one record, you will see all those records here.

Edit Records (Uncertified)

Select a project to view all its associated payroll records.

SLD-AUBREY'S BRIDGE

Uncertified payroll records for selected project.

Select All Delete Selected

Select	Week End Date	Employee Name	Craft	Journey Level	Edit Record	Delete Record
☐	6/3/2012	PETERSON, DAVID	ENGINEERING CONSULTANT	TECHNICIAN	Edit	Delete

If you realize that you need to add more employees to the week you are about to submit, you can go back to **COPY PREVIOUS PAYROLL** and copy another payroll. Be sure to choose the same week-end-date that you have been using on all previous steps.

Projects 1. Payroll Records 2. Notices 3. Events

Copy Previous Payroll

1 Copy From 2 Review Records 3 Copy To

First select a project. Then select a certified payroll

Select Project *

SLD-AUBREY'S BRIDGE

Be sure if you need to copy another payroll to the current one you are doing, that you choose the same project and same week-end-date.

Week End Date *06/03/2012 

Cancel Back Save



Edit Records (Uncertified)

Select a project to view all its associated payroll records.

SLD-AUBREY'S BRIDGE

Uncertified payroll records for selected project.

Select All Delete Selected

☐	Week End Date	Employee Name	Jurisdiction	Craft	Journey Level	
☐	6/3/2013	DAHL, DERRICK	SLD - OREGON STATE	ENGINEERING CONSULTANT	SUPERVISOR	Edit Delete

Only one employee copied and I needed others.

So you can copy again from another week CPR and add to the week you are trying to do now. Repeat Steps be sure you choose the correct week-end-date.

Edit Records (Uncertified)

Select a project to view all its associated payroll records.

SLD-AUBREY'S BRIDGE

Uncertified payroll records for selected project.

Select All Delete Selected

☐	Week End Date	Employee Name	Jurisdiction	Craft	Journey Level	
☐	6/3/2013	DAHL, DERRICK	SLD - OREGON STATE	ENGINEERING CONSULTANT	SUPERVISOR	Edit Delete
☐	6/3/2013	PETERSON, DAVID	SLD - OREGON STATE	ENGINEERING CONSULTANT	TECHNICIAN	Edit Delete

You may always edit any employee payroll record prior to certifying. ***IMPORTANT*** Open each employee record, insert the new check number for that week, and click **Save** ('dd' or 'DD' may be entered for direct deposit).

▼ Deductions, Payments and Notes

Deductions

Fed Tax Social Security Medicare State Tax Local Taxes/SDI Other Vac / Dues Savings Total Deductions

100.000 + 50.000 + 50.000 + 25.000 + 25.000 + 0.000 + 0.000 + 50.000 = 300.000

Payments (If included in paycheck)

Trav/Subs Paycheck amount

0.000 3700.000

Check Number *

Next, you should check the "2. Notices" tab and, clear any possible "Notices". You are then ready to certify under tab "3. Certification" You are now done.



EDIT RECORDS

To edit any payroll record that has been entered but not yet certified select Edit Records. You may edit individual records or delete records. The edit record screen is the same as the payroll entry screen.

The screenshot shows the '1. Payroll Records' tab selected in the top navigation bar. Below it, the 'Payroll Records' section contains several buttons: 'Enter Records', 'Copy Previous Payroll', 'Edit Records', 'Upload Records', 'FHWA 1.591 Additional Data Entry', and 'HUD Additional Data Entry'. A red arrow points from the 'Edit Records' button to a callout box. The callout box contains the text: 'You may edit any Payroll Record you have entered and/or copied prior to certifying by going into Payroll Records and choosing Edit Records.'

Once you have clicked on the Edit Records button you will, if you have more than one project, need to choose that project to see any records entered you wish to edit.

The screenshot shows the 'Edit Record (Uncertified)' screen. The 'Project' dropdown menu is open, showing 'Select a project'. Below the dropdown, a green message states: 'There are no uncertified payroll records to display for the selected project.'

The screenshot shows the 'Edit Record (Uncertified)' screen with the 'Project' dropdown menu open. The dropdown list shows several projects, including 'SLD-AUBREY'S BRIDGE', 'SLD - REPLACEMENT HOSPITAL - LEGACY PROJECT', 'SLD- Zoo Pachyderm Remodel (Zoo2012Has)', 'SLD-1 JURISDICTION_MULTIPLE LOCATIONS', 'SLD-2 JURISDICTIONS_1 LOCATION', 'SLD-DAILY REPORTER PROJECT', 'SLD-FEBRUARY BRIDGE - PHASE 1', and 'SLD-Hospital Acute Care Tower Replacement'. A callout box contains the text: 'If you have more than one project you need to choose from drop down the project you wish to edit payroll records for.'

Once you choose the Project you wish to Edit Records for, the screen will refresh and all records entered will appear. You may edit or delete individual records as well as delete several or all if necessary.



Edit Record (Uncertified)

Project
SLD-AUBREY'S BRIDGE

Delete Selected

Week End Date	Employee Name	Jurisdiction	Craft	Journey Level		
5/18/2013	DAY, RAINY	SLD - OREGON STATE	ELECTRICIAN	ELECTRICIAN	Edit	Delete
5/18/2013	JAMES, JOSHUA	SLD - OREGON STATE	ELECTRICIAN	ELECTRICIAN	Edit	Delete
5/18/2013	JAMES, JOSHUA	SLD - OREGON STATE	ELECTRICIAN	ELECTRICIAN	Edit	Delete

You can Edit each record,
Delete each record.

Project
SLD-AUBREY'S BRIDGE

Delete Selected

Week End Date	Employee Name	Jurisdiction	Craft	Journey Level		
☒ 5/18/2013	DAY, RAINY	SLD - OREGON STATE	ELECTRICIAN	ELECTRICIAN	Edit	Delete
☐ 5/18/2013	JAMES, JOSHUA	SLD - OREGON STATE	ELECTRICIAN	ELECTRICIAN	Edit	Delete
☒ 5/18/2013	JAMES, JOSHUA	SLD - OREGON STATE	ELECTRICIAN	ELECTRICIAN	Edit	Delete

Perhaps you need to Delete
more than one record, check the
records to be deleted and click
the Delete Selected.

If you have a project or the Agency you are working under using multiple Jurisdictions and/or Locations the screen under Edit Records will show the crafts for each. To Edit the Crafts you will need to Edit the payroll record and change crafts see the section [Classifications](#) under the **PAYROLL RECORD ENTRY FORM (2 OF 2)**. The process for deleting records is the same as previously explained.

Edit Record (Uncertified)

Project
SLD-2 JURISDICTIONS_1 LOCATION

Delete Selected

Week End Date	Employee Name	Jurisdiction	Craft	Journey Level		
5/20/2013	JAMES, JOSHUA	SLD-1	CEMENT MASON/CONCRETE FINISHER	CEMENT MASON/CONCRETE FINISHER	Edit	Delete
		SLD-2	CEMENT MASON/FINISHER	CEMENT MASON/ FINISHER		

If you have multiple Jurisdictions and/or Locations
you will see in this type of format.

If you EDIT any payrolls, after editing each record remember to **Save** or your changes will not be saved.

(Continue to next page)

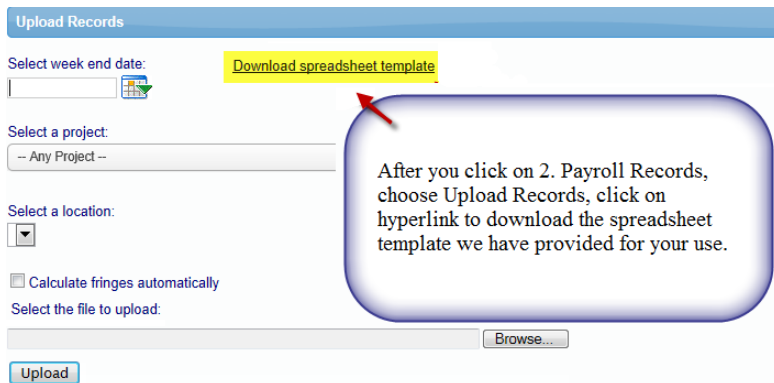


UPLOAD RECORDS

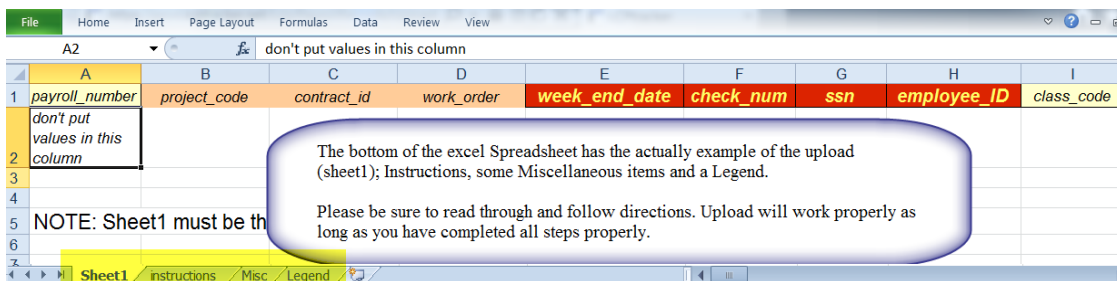
There are two basic methods for uploading data into LCPtracker. One method is to use the standard interface defined by LCPtracker. This is an Excel spreadsheet template with specifically defined columns. The Upload Records function is intended to provide for the uploading of payroll records from a spreadsheet. This can not only improve the speed of the upload, but the accuracy as well. This is the **most complete and effective upload method** and should be used if it available. Several account systems provide this interface file as part of their system (see <http://lcptracker.com/> click on Partners) or you may be able to create this spreadsheet with your account system.



The Download Spreadsheet hyperlink in the upper right hand corner allows you to download the template for the spreadsheet format required to upload data.



The Download Spreadsheet provides the instructions to use this feature. You will also want to review the section **MATCHING FUNCTIONS** to use with data upload.





Please contact LCPtracker support after you have reviewed the Spreadsheet and Instruction if you need any further assistance.

DIRECT PAYROLL SUBSCRIPTION (also called DPI)

Direct Payroll Subscription provides a service to you, the contractor, to use your existing prevailing wage report to upload data into LCPtracker. To use your existing report it must be 'mapped' by LCPtracker DPI Department so the computer knows how to read the report.

Signing up for Direct Payroll Subscription initiates the mapping process. You will need to log into your account, go to the User Portal and then to the Product Store to sign up and pay the required fee. See Product Store for current pricing.

Accounts User Portal eTraining Support Logout

Projects 1. Payroll Records 2. Notices 3. Certification Reports eDocuments Set Up Daily Reporter

Model Prevailing Wage Report for Automatic Upload

STEP 1

Purchase a yearly subscription from our User Portal's Product Store.

LCPtracker Customer Portal Return to LCPtracker

Home eTraining Product Store Support Cases Ideas Billing

Product Store

Shopping Cart

Product Code	Name	Description	Add to Cart
LCP-CDVD	Custom Backup DVD		Add To Cart
LCP-RPRT	Custom Report Development		Add To Cart
LCP-DR	Daily Reporter		Add To Cart
LCP-DVD	Database Backup DVD		Add To Cart
LCP-DPI	Direct Payroll Interface (DPI)	Description	Add To Cart
LCP-DPIR	Direct Payroll Interface (DPI) - Renewal	Description	Add To Cart
LCP-CONF	LCPtracker - Annual User Group & Training Conference	Description	Add To Cart
LCP-15PF	LCPtracker Project Fee - \$1 to \$5 Million	Description	Add To Cart

To sign up for and pay for Direct Payroll Subscription or pay for your renewal. Both can be done under our Users Portal in the Product Store.

After you have completed step one you will need to go back to the **1. Payroll Records** choose the Direct Payroll Subscription and walk through step two, submitting documents necessary to complete the mapping process. Once the fee is paid and submitted documents reviewed you will be contacted for additional information if it is required.



Projects	1. Payroll Records	2. Notices	3. Certification	Reports	eDocuments	Set Up	Daily Reporter
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Model Prevailing Wage Report for Automatic Upload

STEP 1
Purchase a yearly subscription from our User Portal's Product Store.

STEP 2
Select the sample CPR to create the model from
C:\Users\Stacey\Documents\PAYROLL\10-24-2012.pdf

Select the explanation of the CPR
C:\Users\Stacey\Documents\PAYROLL\05-23-2013.pdf

Accounting system

Confirm Your Company Name

Confirm Your Name

Confirm Your Email

Confirm Your Phone Number

To use this capability you will need to:

1. Submit at least 2 samples of your existing CPR. Must be in PDF format.
2. Submit an explanation of any codes used in the report such as ethnicity codes, benefit codes, or deduction codes. Work classification codes are not needed.
3. LCPtracker will review your submittal and ask for any additional information required.
4. LCPtracker will then build the data model and map the data in your report to the fields in LCPtracker.
5. It may take up to 21 business days to process the map, test it, and bring it online. We will notify you when your DPI is ready so you can upload your existing CPR report.
6. Contractor to upload certified payroll each week using DPI

Step One is completed through the Product Store under the Users Portal. Then Step Two you will come back to the Payroll Records, choose Direct Payroll Subscription and walk through Step 2. Browsing your computer for the samples to submit as well as filling in all other fields to Submit.

Note:
The above agreement assumes that your existing prevailing wage report contains all the data required by the agency you are reporting to. If your report does not have these values but does contain sufficient information to calculate the required values, then an additional fee may be required depending on the complexity. You will be notified if such a fee is required and the exact reason for it. If you choose to decline the service at that time, then your original payment will be refunded.

Once the mapping is completed you will be contacted to test the upload process to ensure the mapping is accurate. You will also be provided training on how to upload your data.

Direct Payroll Upload

After your report is mapped and tested you can use it to enter your Certified Payroll data. You can upload both employees and payroll information. If the information in your report is complete, this can be a virtually automatic process.

To effectively use this upload you will need to use one of the Matching Functions, either project match; county match; or craft match, which includes doing add/edit craft match. See [Matching Functions to Use with Data Upload](#). Once you are properly setup you can upload data.

Uploading Process

Regardless of the interface being provided by your Account software provider, using DPI and having LCPtracker map for you, or using the Excel Spreadsheet template we have posted for your use, once it's time the uploading process is very simple.

Projects	1. Payroll Records	2. Notices	3. Certification	Reports	eDoc
----------	---------------------------	------------	------------------	---------	------

Payroll Records

Enter Records	Direct Payroll Subscription
Copy Previous Payroll	Recovery Act Additional Data Entry
Edit Records	FHWA 1391 Additional Data Entry
Upload Records	HUD Additional Data Entry



Select your week end date if unsure refer back to section [Enter payroll Data and submit certified payroll;](#)

Select the project you are reporting on;

Select location if needed;

Select if you wish to calculate fringes on uploading based on hourly fringes you may have entered under Add/Edit Employee or Fringe Benefit Maintenance; (if your system already breaks down the fringes for this project only upon uploading you may want to not check this box;

Browse your computer for the interface document you are wanting to upload; and

UPLOAD. Note: If you have setup your data correctly, LCPtracker only requires the file to be selected and uploaded.

A screenshot of the LCPtracker software interface, specifically the 'Upload Records' section under the '1. Payroll Records' tab. The interface includes several input fields: 'Select week end date:' with a date picker showing '05/23/2013'; 'Select a project:' with a dropdown menu showing 'SLD-2 JURISDICTIONS_1 LOCATION'; 'Select a location:' with a dropdown menu showing 'SLD-1 LOCATION(FEDERAL)'; a checkbox for 'Calculate fringes automatically'; and 'Select the file to upload:' with a text field showing a file path and a 'Browse...' button. An 'Upload' button is at the bottom. A callout box with a purple border and rounded corners is overlaid on the right side of the form. It contains the following text: 'Type in your week end date (or use calender box to find your date);', 'Select project from drop down;', 'Select a location; and', 'Browse your computer for the interface document and' followed by an 'Upload' button.

After Upload you can see all uploaded records by going to **1. Payroll Records** and choosing **EDIT RECORDS**. You can edit uploaded payroll records by going to this screen and editing or deleting as needed. As with manually entered records you will want to check for notices under **2. Notices**. Once ready to certify you will proceed to **3. Certification** and complete both steps This will allow your Prime and/or Administrator to view the Payrolls.

Once you have uploaded and notice any Crafts that are “unknown” or “unavailable”. This means that the craft match did not find a match to the code you submitted. You should take the following actions:

You can go to **2. Notices** and edit the entry with “unknown” or “unavailable” craft, choose to [edit](#) the record and [edit](#) the craft or crafts while on the payroll record entry form page 2 of 2; and



Contractor Notices

Project: All Projects

From Date: [Calendar Icon] To Date: [Calendar Icon] Include: [Checkbox]

Payroll Notices (1) Daily Log Notices (0) Administrator Notices (0)

Employee	Project	Week End Date	Jurisdiction	Craft	Classification	
DAY, RAINY	SLD-AUBREY'S BRIDGE	6/19/2013	SLD - OREGON STATE	NOT AVAILABLE	NOT AVAILABLE	Edit

Page 1

Uploading and receiving 'Not Available' is typically a Matching Function issue.

You should go to **Set Up** to fix the craft matching using the procedures listed under [Matching Functions to Use with Data Upload](#).

RECOVERY ACT (ARRA) ADDITIONAL DATA ENTRY (ARRA GENERAL REPORT AND FHWA 1589 AND FHWA 1587 REPORTS)

The "American Recovery and Reinvestment Act" requires reporting for all employees whose work has been partially funded by ARRA funds. Much of the data will be reported is gathered from employee payroll records entered into LCPtracker. The ARRA reporting also requires reporting of employees who are not prevailing wage employees such as clerks and supervisors. LCPtracker provides for the reporting of both of these types of employees. This data is used by both the General ARRA report and the FHWA 1587 and 1589 reports whichever is appropriate.

The General ARRA report can be used for all reporting that is not FHWA based. The FHWA has its own reporting format for ARRA.

The General ARRA Report process can be used for non-prevailing wage ARRA projects also.

You will Select the first 3 fields by choosing from choices available. If your project does not show in the Select a project drop down you will need to contact your Prime and/or Administrator (go to Projects tab, choose the 'show info' for project and start with that contact name/email).

The remaining fields you will enter based on the total for the Month. The Recovery Act Non-Prevailing Wage Data Input will be monthly reporting and not weekly as you do for Prevailing Wage data input.



Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter

Recovery Act Non-Prevailing Wage Data Input

Select project
SLD-AUBREY'S BRIDGE

Select Month
October-2012

Select Type of Employee
Direct Support (Engineers, PM, Office, Foremen)

Enter Total Number of Employees of Specified Type
2

Enter Total Hours Worked by Employees of Specified Type
16.00

Enter Total Amount Paid To Employees of Specified Type Without Fringe Benefits
480.00

Enter Submitted By
Aubrey

Enter Title of Submitted By
Principal

Contract Number
01312012 / 6836090

Cancel Save

NOTE: Data entered on this form for the FHWA 1587 and 1589 reports are for those employees that worked on the project but were not reported as prevailing wage employees. The data entered as prevailing wage payroll data and this additional data will be combined in the reports.

You will make the appropriate choices from the **drop downs**, enter the required information in the **Enter** fields and **Save**

You can always edit if needed by coming back and make the same choices from the drop down fields, choose project, same month, same Type. Screen will refresh and at the bottom you will see what you have already done. Continue with entering correct information and **Save**

To delete, simply scroll down and delete. Repeat steps for each Type of Employee.

The ARRA data for this month end already created. This will update the existing data.

Employee Type	Total Number of Employees	Total Hours Worked by Employees	Total Amount Paid To Employees Without Fringe Benefits	Delete Record
Direct Support (Engineers, PM, Office, Foremen)	2	16.00	480.0000	2 DELETE
Quality Control Personnel	1	10.00	200.0000	3 DELETE

FHWA 1391 ADDITIONAL DATA ENTRY

The FHWA 1391 report requires the entry of data, specifically, about numbers of employees that is not submitted from the prevailing wage reporting. This additional data includes counts of employees such as office staff and supervisors who are not normally reported as part of the prevailing wage information. Additionally, information about peak employment is also needed. This form allows for the data to be entered. Your Prevailing Wage Administrator (not LCPtracker) will indicate when such data entry is needed.

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter

FHWA 1391 Additional Data Input Form

Select Project *
SLD-AUBREY'S BRIDGE

Select Week-End-Date in Specified Week
7/30/2013

Job Categories	Total Employed		Total Minorities		White (Not of Hispanic Origin)		Black (Not of Hispanic Origin)		Hispanic		American Indian or Alaskan Native		Asian		Native Hawaiian or Other Pacific Islander		Two or More Races		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Officials (Managers)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supervisors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Foremen / Women	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Enter Submitted By *
Stacey L. Doll

Enter Title of Submitted By *
Administrative Assistant

Enter eSignature Password *

Cancel Reset Save



HUD ADDITIONAL DATA ENTRY

The HUD 60002 report (section 3 report) requires reporting data not included in the prevailing wage reporting. The form below allows you to enter such data to be integrated into HUD 60002 report. Your Prevailing Wage Administrator (not LCPtracker) will indicate when such data entry is needed.

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter

HUD Non-Prevailing Wage Data Input

Select project
SLD-FEBRUARY BRIDGE - PHASE 1

Select Month
10/24/2012

Select Type of Employee
Quality Control Personnel

Enter Total Number of Employees of Specified Type
2

Enter Total Hours Worked by Employees of Specified Type
16

Enter Number of New Hires of Specified Type
1

Enter Number of Hours Worked by all New Hires of Specified Type
8

Enter Number of New Hires that are Sec. 3 Residents of Specified Type
0

Enter Number of Hours Worked by Sec. 3 Residents New Hire of Specified Type
0

Enter Number of Trainees of Specified Type
0

Enter Number of Hours Worked by Trainees not Sec. 3 Residents of Specified Type
0

Cancel Save The record has been saved successfully.

You will make the appropriate choices from the drop downs; enter the required information in the 'Enter' fields and Save.

You can delete an entry if incorrect, and re-enter the correct information, remember to Save.

Repeat steps for each 'Type of Employee'.

Employee Type	Total Number of Employees	Total Hours Worked by Employees	Number of New Hires	Hours Worked by all New Hires	New Hires that are Sec. 3 Residents	Hours Worked by Section 3 Residents New Hire	Trainees	Hours Worked by Trainees not Section 3 Residents	Residency Status	Delete
Quality Control Personnel	2	16.00	1	8.00	0	0.00	0	0.00		Delete

NOTICES

For a majority of users under the 2. Notices there are two types of notices that may be sent to users, Payroll Record Notices and Administrator Notices. For those using Daily Reporter you may also have Daily Log Notices. If you do not see this navigation tab 2. Notices as a choice then you're Administrator/Prime and/or the Agency you are working under has chosen not to have it on for you.

Payroll Notices are created by the LCPtracker wage validation process;
Administrator Notices are created by Administrators requesting action from you; and
Daily Log Notices are created by the LCPtracker validation process.

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter

Contractor Notices

Project All Projects

From Date To Date Include Closed Admin Notices Load Data

Payroll Notices (0) Administrator Notices (5)

No payroll notices

Those that do not use Daily Reporter will only see the Payroll Notices and Administrator Notices for choices under the Notices Navigation tab.



Contractor Notices

Project: All Projects

From Date: To Date: Include Closed Admin Notices Load Data

Payroll Notices (1) Daily Log Notices (1) Administrator Notices (1)

Employee	Project	Week End Date	Jurisdiction	Craft	Classification	
HAMBURG, ELIZABETH	SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/LOCATION)	5/8/2012	SLD - OREGON FEDERAL	ELECTRICIAN INSIDE WIREMAN	ELECTRICIAN - FEDERAL CHOICE	Edit
			SLD - OREGON STATE	ELECTRICIAN- STATE	ELECTRICIAN - RADIO WIREMAN	Add Note

Page 1

For those using Daily Reporter you will also see the Daily Log Notices tab.

PAYROLL NOTICES

Payroll Notices are created by LCPtracker when it checks the submitted payroll records with its checking rules. You can have two types of Notices:

Notice – this is a serious warning and must be corrected before you can submit your Certified Payroll Report.

Warning – this is to alert you to a condition that may or may not be a problem. You should review it carefully before submitting the Certified Payroll Report because it is possible that it represents a violation of certified payroll.

To view the details of the notice and to edit the payroll entry click on Payroll Notices tab and then edit to open the record. If you have Administrator Notices click on the Administrator Notices tab for those using Daily Reporter if you have Daily Log Notices, click on that tab to view.

Contractor Notices

Project: All Projects

From Date: To Date:

Payroll Notices (1) Daily Log Notices (1) Administrator Notices (1)

Employee	Project	Week End Date	Jurisdiction	Craft	Classification	
DAY, RAINY	SLD-AUBREY'S BRIDGE	6/19/2013	SLD - OREGON STATE	ELECTRICIAN	ELECTRICIAN	Edit

Page 1

In this example to view the Payroll Notices, click on that tab, then see list and click Edit to edit the payroll record.

Notice the **There are 8 notices** message at the bottom of the page (see next screen shot). In this example we have only expanded the Notices section. You may wish to expand all. We show both Notices and Warnings. The Notices will have to be cleared before the system will let you certify. Remember Warnings are an alert that there may or may not be a problem. You should review all records that appear under the Notices tab carefully before certifying with Warnings.



Notices

Week End Date: 5/28/2013 Contractor: SLD_OBEC (PRIME)
Project: SLD-AUBREY'S BRIDGE
Employee: PEANUT, MISS
☐ Is Foreman ☐ Is Owner/Operator

Gross Employee Pay This Project: 400.000
Wages Paid in Lieu of Fringes: 25.000
Gross Pay All Projects: 1000.000
Hourly Rate of Pay: 35.000
Hourly Overtime Rate: 0.000
Hourly Double Time Rate:
Rate in Lieu of Fringes: 11.500

Classifications
Hours Worked Each Day
Fringes / Contributions paid to others (not employee) for this project only
Deductions, Payments and Notes

Notices

Type	Jurisdiction	Notice(s) / Warning(s) for this record	Linked Pay Records by Check Number
WARNING		The stated "Hourly rate of pay" (blue field) must have a value. VAL_1a	
NOTICE		The "Paycheck Amount" should be equal to the result of the following calculation: the value in "Gross Pay All Projects", plus the value in "Trav/Subs", minus the value in "Total Deductions". VAL_9	
WARNING		The hours worked times the wage rates stated in the blue fields (\$0.000) does not match the "Gross Employee Pay This Project + Voluntary Medical and Voluntary Pension" amount (\$500.00). (If Voluntary Contributions are in Gross Employee Pay they are not double counted) VAL_13. Please review the setting of the Voluntary Contributions Included in Gross Emp Pay check box.	
WARNING		I9 Form verification needs to be validated, but, it cannot be validated until a Hire Date is entered for this employee. To enter a Hire Date go to Setup > Add/Edit Employee > Select employee GAHL, DERRICK > Enter Date Hired > Click on Save. VAL_29	
WARNING		Employee date hired is required. VAL_40	
WARNING		Employee phone number is required. VAL_41	
WARNING		Employee ID is required. VAL_42	
WARNING		The stated basic hourly rate entered in the "Hourly Rate of Pay" (blue) field is less than \$75.000 the wage determination for this craft. VAL_1b Correction Tip: Enter in the "Hourly Rate of Pay" field the basic hourly rate for the employee's classification. Check for rounding errors when the difference is less than a penny. 	

There are 8 notices

Cancel Save

Edit the data if it is in error or take corrective action if the payroll is in error. Then save the record to see if the notices are resolved. After notices are resolved, proceed to **3. Certification**.

ADMINISTRATOR NOTICES

There are two classes of Administrator Notices; Those built into LCPtracker and those defined by the Prevailing Wage Administrator. Built in Administrator Notices are Rejection, Apprentice Rejection and Permit Edit Notice. Rejection is created when the Administrator rejects a Certified Payroll report; Apprentice Rejection is created when the Administrator rejects an apprentice; and Permit Edit Notice is created when the Administrator permits a CPR to be edited after the edit time has expired.

You should respond to all administrative notices. Only the Administrator can close an administrative notice.

Contractor Notices

Project: All Projects

From Date: To Date: Include Closed Admin Notices Load Data

Payroll Notices (1) Daily Log Notices (1) **Administrator Notices (1)**

Project	Notice Type	Notice Date	Week End Date	Status	Last Response Date	Details
SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1LOCATION)	REJECTION	6/21/2013	5/1/2012	new		

Page 1



DAILY LOG NOTICES

If your Prime has signed up and has chosen to use Daily Reporter module, and if your payrolls have issues matching up to the Daily Reporter Logs, you may receive Daily Log Notices.

You should edit and clear any notices that may appear at the bottom of the payroll record. If there are no issues in regards to the payroll record being correct with all the correct information, you will want to Add Note, click Add Note and add, this will be seen by the Prime.

NOTE: This screen shot is for an account that is using the Multiple Jurisdiction and/or Location feature. For most Contractors you will only see one Jurisdiction, Craft and Classification.

Contractor Notices

Project:

From Date: To Date: Include Closed Admin Notices

Payroll Notices (1) **Daily Log Notices (1)** Administrator Notices (1)

Employee	Project	Week End Date	Jurisdiction	Craft	Classification	
HAMBURG, ELIZABETH	SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1LOCATION)	5/8/2012	SLD - OREGON FEDERAL STATE	ELECTRICIAN INSIDE WIREMAN ELECTRICIAN- STATE	ELECTRICIAN - FEDERAL CHOICE ELECTRICIAN - RADIO WIREMAN	Edit Add Note

Page 1

For those using Daily Reporter you will also see the Daily Log Notices tab.

CERTIFICATION

Certification is the process of submitting your Certified Payroll Report. To certify all the payroll records must be Notice free.

The payroll certification is a two-step process. In the first step, below, the user needs to

Select a project from the drop-down list;

Choose if the week is performing or not? Number 2 is by default set at "Work activity to be reported for this week" if you have a non-performance or multiple weeks of non-performance make a different choice;

The Week end date which should be the same as the payroll records you just entered;

Payroll Number, this is usually 1 for the first week on project, 2 for second and so forth; and

Name of the person certifying the payroll and their title, click Next will take you to step two of the certification.

Be sure you are choosing the same project that you just entered payroll records for under the **1. Payroll Records** tab. As mentioned previously be sure that if you are assigned to more than one project that you are entering payroll for the correct project. As of this publication if the project name or the week end date are incorrect you will have to go to **PAYROLL RECORDS** choose to **EDIT RECORDS** and delete and begin again, with the correct project name being chosen as well as the correct week end date for your company.



Projects 1. Payroll Records 2. Notices 3. Certification Rep

Certification Wizard Step 1 of 2

1. Select a project
SLD-AUBREY'S BRIDGE

2. Work performed this week?
☒ Work activity to be reported for this week
☐ No work activity to be reported for this week.
☐ No work activity to be reported for multiple consecutive weeks.

Last CPR Info: Date 6/10/2012 | Payroll Number 20

3. Week end date
6/17/2012

4. Payroll Number
21

5. Name of Person Certifying
Stacey Doll

6. Title
Accountant

Cancel Next

If you have more than one project, be sure to Select the project you just entered payroll records for.

Be default 2. is the first choice. If no work or multiple weeks of non-performance make one of the other choices.

If you have already submitted one CPR, the system will tell you the last Week end date and payroll number. If you have NOT submitted any payrolls for this project you will see Last CPR Info: Not Available

If no work was performed during the week, then do not go to **PAYROLL RECORDS** and **ENTER RECORDS**! You will want to go straight to the **3. Certification** and again, be sure you are choosing the correct project to submit for, especially for those of you that are assigned to more than one project.

If you have only one week of non-performance, follow steps as previously shown beginning with **CERTIFICATION** section only change number "2. Work performed this week?" to the second choice of "No work activity to be reported for this week", and proceed. For those with multiple weeks of non-performance once you make the 3rd choice under number two, "No work activity to be reported for multiple consecutive weeks", it's very important that you are using the Week end date based on your day of the week that you end your payrolls on. This was mentioned at the beginning of **PAYROLL RECORDS** section –

Monday through Sunday = Sundays are your week end date
Tuesday through Monday = Mondays are your week end date
Wednesday through Tuesday = Tuesdays are your week end date
Thursday through Wednesday = Wednesdays are your week end date
Friday through Thursday = Thursdays are your week end date
Saturday through Friday = Fridays are your week end date

Then number "3. Week end date" you will end up with two calendar fields. The left side should be the Week end date of the first week you were not out there and the right side will be the Week end date of the last week you were not out on the project. This should be the same day of the week, if you end on Friday then Friday dates; Saturdays then Saturday dates; if you end on Sunday then Sunday dates, etc.
Then the next payroll number, finish all steps and the LCPtracker system will number your payrolls and date them sequentially for you.



Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter

Certification Wizard Step 1 of 2

1. Select a project
SLD-AUBREY'S BRIDGE

2. Work performed this week?
☐ Work activity to be reported for this week
☐ No work activity to be reported for this week.
☒ No work activity to be reported for multiple consecutive weeks.

Last CPR Info: Date 6/10/2012 | Payroll Number 20

3. Week end date
6/17/2012

4. Payroll Number (First payroll number)
21

5. Name of Person Certifying
Stacey Doll

6. Title
Accountant

Cancel Next

To certify multiple consecutive non performing weeks enter a beginning and an ending week end date.
Payroll numbers will be increased sequentially for each week starting with the one entered on the payroll number field.
All weeks including beginning and ending week as well as all the weeks in between will be certified as non performing weeks.

Enter last week end date to certify if certifying multiple weeks.
7/8/2012

Multiple consecutive weeks of non-performance be sure that you use the correct Week end dates for number 3.
Example for those that may end on Saturdays -
Saturday of the first week on the left;
Saturday of the last week on the right, and the next payroll number

Step two of the wizard will be the Statement of Compliance (SOC). Depending on the Agency will depend on what the SOC will look like. It's highly suggested that you read the SOC before entering your eSignature and submitting. There are also some options for some under number four of the SOC, you may be required to check one or the other of those boxes, while some may have both already checked. On the (SOC) there is a box to check ONLY IF the payroll you are about to submit is the **Final**. If not your final submission then do not check the box.

Certification Wizard Step 2 of 2

Date: 5/30/2013 7:36:19 PM

I, STACEY DOLL, Accountant do hereby state:

(1) That I pay or supervise the payment of the persons employed by SLD_OBEC (PRIME) on the SLD-AUBREY'S BRIDGE; that during the payroll period commencing on 6/4/2012 and ending on 6/10/2012, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said SLD_OBEC (PRIME) from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

All comments are in the notes on the submitted Certified Payroll Report.

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS
☐ - In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH
☐ - Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS:

Any exceptions to the above are reported in the certified payroll in the notes section for the specific individual.

Remarks: If you wish to enter remarks you can here.

eSignature Password:

Check here if last (FINAL) certification ☐

Depending on the Agency you are working under the Statement of Compliance (SOC) may look different than this example.

Some information is auto-filled by the choices you make in step 1 of the certification wizard and others are done based on your company information page (under Set Up).



If you are unable to proceed to the Statement of Compliance (SOC) due to un-resolved notices or required eDocuments, read the note(s) carefully. To resolve any issues with payroll go to the notices navigation tab (see **NOTICES** section of manual and if you have required eDocuments that have not been submitted or have expired you will need to upload eDocuments (see the **EDOCUMENT** section of manual).

Projects | **1. Payroll Records** | **2. Notices** | **3. Certification** | **4. Review**

Certification Wizard Step 1 of 2

1. Select a project
SLD-FEBRUARY BRIDGE - PHASE 1

2. Work performed this week?

☐ Work activity to be reported for this week
☒ No work activity to be reported for this week.
☐ No work activity to be reported for multiple consecutive weeks.

Last CPR Info: Date 11/24/2012 | Payroll Number 2

3. Week end date The following eDocuments have not been submitted or have expired:

Document Name = CAC2 Status = NOT SUBMITTED
Document Name = CONTRACTOR AFF. Status = NOT SUBMITTED
Submission of these eDocuments is required prior to certification.

12/1/2012

4. Payroll Number
3

5. Name of Person Certifying
Stacey Doll

6. Title
Account Dept. Supervisor

Cancel Next

If you go to certify and cannot, read message(s) carefully to determine what it is you need to upload through eDocuments.

It may be possible that the same document is required on a per project basis and may have to be uploaded more than once.

The LCPtracker Program will automatically post the week ending date of the payroll you have just completed. The Certification Page will be appended to the Payroll Certification Report; however the signature block will be coded for security. Some Primes/Administrators and/or Agencies may require you to print, wet sign and transmit to them (email/fax/snail-mail).

(Continue to next page)



May 29, 2013
Page 1 of 2

WEEKLY CERTIFIED PAYROLL REPORTING FORM

NAME OF CONTRACTOR: SLD_OBEC (PRIME)		CONTRACTOR'S LICENSE No. 6836090 SPECIALTY LICENSE No.		ADDRESS: 600 COUNTRY CLUB ROAD, CANBY, OR 97401 PHONE: 541-555-5555 EMAIL: sld@lcptracker.com		PROJECT LOCATION / CODE / NAME: OREGON - STATE / 02142013@1204PM / SLD-AUBREY'S BRIDGE																									
PAYROLL No. 20		FOR WEEK ENDING: 06/10/2012 SUBMITTED ON: May 29, 2013		MOTOR CARRIER PERMIT No. UNION Non-Union		SELF-INSURED CERTIFICATE No. WORKERS' COMP. POLICY:																									
NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER		WORK CLASSIFICATION, LOCATION		HOURS WORKED EACH DAY		TOTAL HOURS		BASE HOURLY RATE		GROSS AMOUNT EARNED		DEDUCTION, CONTRIBUTION AND PAYMENTS						NET WGS PAID FOR WEEK		CHECK No.											
PEANUT, MISS 808 TRUPLER HONOLULU, OR 97401		ENGINEERING CONSULTANT / SUPERVISOR		6/4/12 6/5/12 6/6/12 6/7/12 6/8/12 6/9/12 6/10/12		TOTAL HOURS		BASE HOURLY RATE OF PAY		THIS PROJECT		ALL PROJECTS		Federal Tax		Social Security		Medicare		State Tax		Local Taxes / SDI		Other		Savings		Net Paid Week		Check No.	
100-42-0122 Emp: ID 122		WO:		S \$ 8.00 \$ 8.00 \$ 8.00 \$ 8.00 \$ 8.00		40.00		\$100.00				4,300.00		500.00		250.00		125.00		62.50		62.50		0.00		0.00		3,300.00		DD	
ASIAN Female		OREGON - STATE		O				\$0.00						Dues		Trans. Sub.												Total Fringe Paid to 3rd		Total Deduction	
				D				\$0.00						0.00		0.00												376.46		\$1,000.00	
All or Part of Fringe Paid to Employee: NO		Vacation, Holiday and Days in Gross Pay: NO		Voluntary Contributions in Gross Pay: NO				Rate in Lieu of Fringe		Total in Lieu of Fringe		Total Base Rate + Fringe		Voluntary Pension		Voluntary Medical												Total Fringe Rate to 3rd			
								\$7.50		300.00		121.91		94.00		70.00												14.41			
TOTAL STANDARD HOURS:		40.00		TOTAL 1.5 OT HOURS:		0.00		TOTAL 2.0 OT HOURS:		0.00		GRAND TOTAL HOURS:		40.00																	



Page 1 of 2

Date Wednesday, May 29, 2013

I, AUBREY L. CLINTON, ADMINISTRATIVE ASSISTANT do hereby state:

(1) That I pay or supervise the payment of the persons employed by SLD_OBEC (PRIME) on the SLD-AUBREY'S BRIDGE; that during the payroll period commencing on 6/4/2012 and ending on 6/10/2012 all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said SLD_OBEC (PRIME) from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

All comments are in the notes on the submitted Certified Payroll Report.

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

[X] - in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

[] - Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS:

Any exceptions to the above are reported in the certified payroll in the notes section for the specific individual.

REMARKS:

NAME: AUBREY L. CLINTON

TITLE: ADMINISTRATIVE ASSISTANT

Electronic Signature Code: 6836090-02142013@1204PM-6/10/2012-0-130143364720007721

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.



Page 2 of 2



EDITING CERTIFICATIONS

To edit a payroll that has already been certified go to the **Projects** tab. Payroll records can be added to the certification, deleted from the certification or existing records can be edited. You may also update the payroll number or change the final yes to no, or vice-versa, if necessary.

You cannot however delete the entire week completely from the system, only Primes/Administrators and/or the Agency in charge can do this. Click on the “Show Info” for that contact information and typically they will only delete if the incorrect week end date or you submitted under the incorrect project, (see **ENTER RECORDS** section of manual).

Select the Projects navigation tab then the sub-tab Certifications and choose the project from the drop down. The screen will then refresh now click **EDIT** next to the week you wish to edit. The more CPR’s you have submitted the more page numbers you will have.

Choose the Project you need to edit from the drop down, then find the week end date and click **Edit**.

You may Add, Edit, Delete individual payrolls, change the payroll number or mark final no or vice-versa

Week End Date	Performing	Accept Status	Prime Approval	Edit	Report
04/01/2012	NO	REJECTED	Approved	Edit	Report
03/25/2012	NO	REJECTED	Approved	Edit	Report
03/18/2012	NO	REJECTED	Approved	Edit	Report
02/12/2012	NO	ACCEPTED	Approved	Edit	Report
02/05/2012	NO	ACCEPTED	Approved	Edit	Report
01/29/2012	YES	ACCEPTED	Approved	Edit	Report

Page 1 2

If you are locked out and unable to edit due to “**permitted days to edit exceeded**” you will need to locate the contact for the project. You can do this on the project tab find the project you wish to edit and click on the “**Show Info**” you can start with that contact name/email. NOTE: LCPtracker cannot give permission to edit payrolls, this is a function of the Prime/Administrator and/or Agency in charge.

Week End Date	Performing	Accept Status	Prime Approval	Edit	Report	Details
04/01/2012	NO	REJECTED	Approved	Edit	Report	Details
03/25/2012	NO	REJECTED	Approved	Edit		
03/18/2012	NO	REJECTED	Approved	Edit		
02/12/2012	NO	ACCEPTED	Approved	Edit		
02/05/2012	NO	ACCEPTED	Approved	Edit		
01/29/2012	YES	ACCEPTED	Approved	Edit		

Page 1 2

Results

Sorry, the selected certification cannot be edited because its **permitted days to edit exceeded**.

OK



Once you are able to '[Edit](#)' the week end date you will go into the editing screen. You can correct/change payroll number or mark final yes/no and simply [Update](#). You can [Delete](#) a payroll record, you can [Edit](#) a payroll record, and you can [Add Record](#). Once this process is complete you will need to recertify. Remember this, if you have already gone through the process and certified the payroll and need to edit for any reason, anything you do will all be done through the **Projects** tab. From editing, adding, deleting and then recertifying, this entire process of editing will all be done through the **Projects** screen.

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter

Edit Certified Payroll

Payroll Number: 20 | Final: No | [Update](#) | [Cancel](#)

If Payroll Number needs to be corrected; or Final needs to be corrected, simply make those changes and Update.

Project Name	Week End Date	Status	Certification Sequence	Certified
SLD-AUBREY'S BRIDGE	6/10/2012	Certified	0	5/29/2013

Employee Name	Jurisdiction	Craft	Classification	Certification Sequence	Notices?	
PEANUT, MISS	SLD - OREGON STATE	ENGINEERING CONSULTANT	SUPERVISOR	0	No	Add Record Edit Delete

Click on [Edit](#) to edit the contents of payroll record then save. NOTE if no NOTICES are shown at the bottom of the record click save, LCPtracker will update the display of Notices. When all records are clear of notices, then click the Certify Update to update the CPR for the week. You must resubmit your information or the Prime/Administrator and/or Agency cannot see the changes you have made.

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter

Edit Certified Payroll

Payroll Number: 20 | Final: No | [Update](#) | [Cancel](#)

You may Add, Edit or Delete individual records. In this example we are doing Add Record.

There are NO Notices, so we would be ready to enter our name, title and Certify Update.

Project Name	Week End Date	Status	Certification Sequence	Certified
SLD-AUBREY'S BRIDGE	6/10/2012	Certified	0	5/29/2013

Employee Name	Jurisdiction	Craft	Classification	Certification Sequence	Notices?	
PEANUT, MISS	SLD - OREGON STATE	ENGINEERING CONSULTANT	SUPERVISOR	0	No	Add Record Edit Delete

Records to be Recertified						
Employee Name	Jurisdiction	Craft	Classification	Action	Notices?	
JAMES, JOSHUA	SLD - OREGON STATE	ELECTRICIAN	ELECTRICIAN	Add Record	No	Edit Delete

Name of Person Certifying: _____

Title: _____

[Certify Update](#)



EDIT IN-PROCESS

If you have to leave a Payroll in a partially edited state, when you view your Certifications sub-tab under the Projects navigation tab it will highlight the payroll that has NOT been resolved with **Orange**. To pick-up where you left off just select **Edit** (see beginning of Editing Certification).

Projects 1. Payroll Records 2. Notices 3. Certification Reports eDocuments Set Up Daily Reporter

WELCOME SLD_OBEC (PRIME) Sign up for No Charge Web Based Training Book Now

Projects Certifications

Project: SLD-AUBREY'S BRIDGE

Reminder: You have temporary records to certify. Click on the orange "Edit" button to review the records.

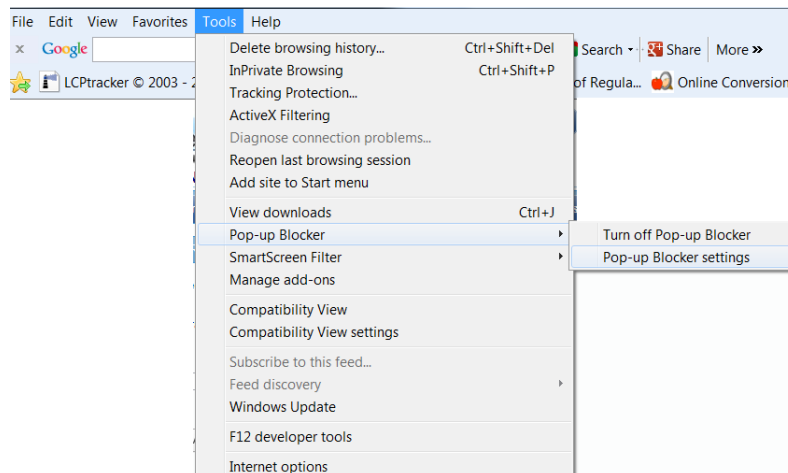
Week End Date	Performing	Accept Status	Prime Approval	
06/10/2012	YES	Permit Edit		Edit Report Details
05/06/2012	NO	ACCEPTED	Approved	Edit Report Details
04/29/2012	YES	ACCEPTED	Approved	Edit Report Details

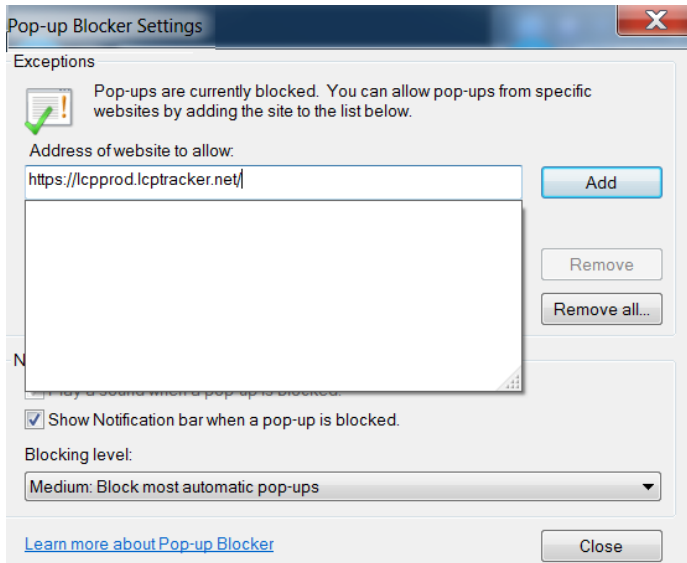
You have begun the Edit process, however you must complete. Until you have completed the Edit process you will see the **Edit** highlighted in Orange and the Agency you are working for does not see your updated information until the **Edit** process is completed and CPR re-certified.

REPORTS

Depending on your Internet settings, the reports may open in the same browser window so click the back arrow button on your internet browser to enter back into your database or they may 'pop-up' in a new window which can then be closed or minimized to return to your LCPtracker window.

For those that 'pop-up' if your pop-up blocker is on, you will need to add <https://lcpprod.lcptracker.net/> to your safe/exceptions list.





At the time of publication the next screen shot shows the **Reports** that are available at this time for contractors to create. Some reports, when generated, open in PDF format than you can save to your computer, email, print, etc. Some of these reports do give you the option of output format, PDF, Ms-Word or Ms-Excel.



CERTIFIED PAYROLL REPORTS

If you have subcontractors you have hired you can see if they have submitted their CPR's here. Choose the project, then choose Subcontractor from other drop down. You may also view your own here or from the **Projects** tab.



Certifications

SLD-AUBREY'S BRIDGE

OREGON CONCRETE INC., dba Oregon Trucking

OREGON CONCRETE INC., dba Oregon Trucking

SLD- APRIL CONCRETE

SLD_AUBREY CONCRETE

SLD_JOHAN HAMBURG TRUCKING, LLC (SUB2 ALEX, UNDER PRIME OBEC)

SLD_OBEC (PRIME)

SLD-ABC, SUB TESTING SUB SETUP

Load Data

Choose Project
Choose your company or if
you have SubContractors,
make choice and Load Data

Using the "CPR REPORT" hyperlink, choose the CPR you wish to view. PDF will pop-open you may then save, print, email, etc. (see beginning of **REPORTS** section if having pop-up issue to add LCPtracker to your 'safe list'.)

Certifications

SLD-AUBREY'S BRIDGE

SLD_OBEC (PRIME)

Load Data

Contractor	Project	Week end	Electronic	Performing?	Accept Status	View CPR Report
SLD_OBEC (PRIME)	SLD-AUBREY'S BRIDGE	1/29/2012	YES	YES	ACCEPTED	CPR REPORT
SLD_OBEC (PRIME)	SLD-AUBREY'S BRIDGE	2/5/2012	YES	NO	REJECTED	CPR REPORT
SLD_OBEC (PRIME)	SLD-AUBREY'S BRIDGE	2/12/2012	YES	NO	ACCEPTED	CPR REPORT
SLD_OBEC (PRIME)	SLD-AUBREY'S BRIDGE	2/19/2012	YES	NO	Submitted	CPR REPORT
SLD_OBEC (PRIME)	SLD-AUBREY'S BRIDGE	2/26/2012	YES	NO	Submitted	CPR REPORT
SLD_OBEC (PRIME)	SLD-AUBREY'S BRIDGE	3/4/2012	YES	NO	Submitted	CPR REPORT
SLD_OBEC (PRIME)	SLD-AUBREY'S BRIDGE	3/11/2012	YES	NO	ACCEPTED	CPR REPORT
SLD_OBEC (PRIME)	SLD-AUBREY'S BRIDGE	3/18/2012	YES	NO	ACCEPTED	CPR REPORT
SLD_OBEC (PRIME)	SLD-AUBREY'S BRIDGE	3/25/2012	YES	NO	ACCEPTED	CPR REPORT
SLD_OBEC (PRIME)	SLD-AUBREY'S BRIDGE	4/1/2012	YES	NO	ACCEPTED	CPR REPORT
SLD_OBEC (PRIME)	SLD-AUBREY'S BRIDGE	4/8/2012	YES	NO	ACCEPTED	CPR REPORT
SLD_OBEC (PRIME)	SLD-AUBREY'S BRIDGE	4/15/2012	YES	NO	ACCEPTED	CPR REPORT

1 2 3

Click on the CPR REPORT
hyperlink and report will
open in PDF format.

CERTIFIED PAYROLL REPORT – DRAFT

If you have entered all payroll records and wish to look at the CPR in a draft format, here is where you can view prior to the **3. Certification** process.

DRAFT Weekly Certified Payroll Report

To see the draft report please select the following:

Select a project

SLD-1 JURISDICTION_MULTIPLE LOCATIONS

Select week end date

5/20/2013

Cancel

Next

Choose Project
Select the week end date for
the Payrolls you just entered
under **1. Payroll Records**



Certified Payroll Summary Report
From: 10/24/2010 To: 5/31/2013

Project: SLD-AUBREY'S BRIDGE

Start Date: 02/14/2012 End Date: Bid Ad Date: 01/01/2012 Budget: \$100,000.00 Work Order: All Work Orders

SLD_OBEC (PRIME)

Contact: KRISTINE HAMBURG **Email:** sdoll@lcptracker.com
Address: 600 COUNTRY CLUB ROAD, CANBY, OR 97401
Phone: 541-555-5555 **Fax:**
Worker's Comp:

Week End	Submitted	Performing	Validated By	Process Status	Accept Status	Payroll No.	Electronic?	Final?
06/10/2012	05/29/2013	YES	SYSTEM	Certified	Submitted	20	YES	
06/03/2012	05/06/2013	YES	SYSTEM	Certified	Resubmitted	19	YES	
ADDING MISSING EMPLOYEE								
06/03/2012	04/29/2013	YES	SYSTEM	Superseded	Resubmitted	19	YES	
TSTING 65033 AND OTHER NOTES SHOWING ON CPR								
06/03/2012	04/17/2013	YES	SYSTEM	Superseded	Resubmitted	19	YES	
ADDING MISSING EMPLOYEE PLUS THE WORK ORDERS								
06/03/2012	04/17/2013	YES	SYSTEM	Superseded	Resubmitted	19	YES	
05/27/2012	02/15/2013	NO	SYSTEM	Certified	Submitted	18	YES	
05/20/2012	02/15/2013	NO	SYSTEM	Certified	ACCEPTED	17	YES	
05/13/2012	02/15/2013	NO	SYSTEM	Certified	ACCEPTED	16	YES	
05/06/2012	02/15/2013	NO	SYSTEM	Certified	ACCEPTED	15	YES	
04/29/2012	04/04/2013	YES	SYSTEM	Certified	ACCEPTED	14	YES	

Friday, May 31, 2013

LCPTracker - Certified Payroll Summary Report

Page 1 of 2

EMPLOYEE LIST REPORT

The Employee List Report will populate with all your employees that you have entered in your LCPtracker account.

Employee List Report			
1 of 2 ? 100% Find Next			
Employee List Report			
5/31/2013			
-- All Departments --			
SLD_OBEC (PRIME)	CLOUDS, THUNDER 5729 Main Street #249 Mountain Gate, OR 97478	Employee Id: Phone Number: Drivers License: Gender: Male Ethnicity: NATIVE AMERICAN Hiring Source:	Disadvantaged: No Owner/Operator: No I9 Verified: No Section 3 Info: No Apprentice Id: Registration Date: Apprentice Approval: No
	DAHL, DERRICK 788 N. 70TH PORT ORFORD, OR 97444	Employee Id: 97444-1 Phone Number: Drivers License: Gender: Male Ethnicity: CAUCASIAN Hiring Source:	Disadvantaged: No Owner/Operator: Yes I9 Verified: No Section 3 Info: No Apprentice Id: Registration Date: Apprentice Approval: No



HOURS WORKED BY CITY

You may run this report on your company to check on the number of hours worked by employees in specific cities, or you may run on your Subcontractors (if you have Subcontractors). You will choose by a project, the Subcontractor, then the date range. The from and to week end dates will populate based on the dates of CPR's submitted. No dates for the Select week end date range it is because there is no Certified Payrolls Submitted under that project for that Contractor.

Hours Worked by City Report

Selection parameters

1- Select a project
SLD-AUBREY'S BRIDGE

2- Select a contractor
SLD_OBEC (PRIME)

3- Select week-end-date range

From week-end-date: 1/29/2012, 4/29/2012, 6/3/2012, 6/10/2012

To week-end-date: 1/29/2012, 4/29/2012, 6/3/2012, 6/10/2012

Cancel Next

Hours Worked by City Report

Selection parameters

1- Select a project
SLD-AUBREY'S BRIDGE

2- Select a contractor
SLD_AUBREY CONCRETE

3- Select week-end-date range

From week-end-date: [Empty]

To week-end-date: [Empty]

Cancel Next

There are no certifications for the selected project/contractor.

This Contractor has NO CPR's submitted at this time. Thus no dates available.

SUMMARY OF WORKFORCE UTILIZATION

Hours Worked by City

One Contractor One Project

From: 1/29/2012 To: 6/10/2012

Report Date: 05/31/2013

Project Name: SLD-AUBREY'S BRIDGE					
Contractor Name: SLD_OBEC (PRIME)					
City	Regular Hours	Overtime Hours	Double Time Hours	Total Hours	Total Paid
COOS BAY	10.00	0.00	0.00	10.00	\$850.00
GOLD BEACH	48.00	0.00	0.00	48.00	\$4,080.00
HONOLULU	40.00	0.00	0.00	40.00	\$4,300.00
Orange	20.00	0.00	0.00	20.00	\$900.00
PORT ORFORD	48.00	0.00	0.00	48.00	\$6,000.00
SPRINGFIELD	64.00	0.00	0.00	64.00	\$8,640.00
Total for Contractor	230.00	0.00	0.00	230.00	\$24,770.00
Total for Project	230.00	0.00	0.00	230.00	\$24,770.00
Grand Total	230.00	0.00	0.00	230.00	24,770.00

Page 1 of 1

WORKFORCE UTILIZATION SUMMARY REPORT

You may run this report on your company as well as your Subcontractors (if you have Subcontractors).

Choose your parameters

Project – you may choose a project or if you have more than one you can choose all;

Contractor – you may choose yourself, if you have Subcontractors you can be specific by checking the box next to those you wish to run report on, or you may choose all.

Select date range by using the Calendars or type in dates (formatted as 00/00/0000);

Choose your Output Format; and Click Run.



Workforce Utilization Summary Report

Projects

All Projects

Contractors

All Contractors

From Week End Date

10/24/2012

To Week End Date

05/31/2013

Report By: ☒ Week End Date ☐ Calendar Date

Output Format

☒ PDF ☐ Ms-Word ☐ Ms-Excel

Cancel

Run

Projects - if you have more than one you may choose a project, choose individually some, or check all.

Contractors - same if you have Subcontractors you can choose a contractor, some, or check all.

Date Range; Format and Run

If you do not make all the necessary choices, the "RUN" will not unshade and the report will not run.

Output Format

☒ PDF ☐ Ms-Word ☐ Ms-Excel

Cancel

Run

SUMMARY OF WORKFORCE UTILIZATION

One Project One Contractor

From: 10/2/2012 To: 5/14/2013

Report Date: 05/31/2013

Project Name: Aubrey's Bridge											
Project Code: 12-SB-5786-MM											
Construction Trade	Hours Worked										
	Craft Level	Total Employee	Caucasian	African American	Hispanic	Asian	Native American	Other	Not Specified	Total Female	Total Male
B & P Construction											
LAB00100-001	Journey	527.50	518.50	9.00	0.00	0.00	0.00	0.00	0.00	0.00	527.50
	Apprentice	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	A/J Ratio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	New Hire	527.50	518.50	9.00	0.00	0.00	0.00	0.00	0.00	0.00	527.50
	Subtotal	527.50	518.50	9.00	0.00	0.00	0.00	0.00	0.00	0.00	527.50
LAB00042-005	Journey	190.50	148.50	42.00	0.00	0.00	0.00	0.00	0.00	0.00	190.50
	Apprentice	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	A/J Ratio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	New Hire	42.00	0.00	42.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
	Subtotal	190.50	148.50	42.00	0.00	0.00	0.00	0.00	0.00	0.00	190.50
Total for Contractor	Journey	718.00	667.00	51.00	0.00	0.00	0.00	0.00	0.00	0.00	718.00
	Apprentice	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	A/J Ratio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	New Hire	569.50	518.50	51.00	0.00	0.00	0.00	0.00	0.00	0.00	569.50
	Subtotal	718.00	667.00	51.00	0.00	0.00	0.00	0.00	0.00	0.00	718.00
Total Journey Hours		718.00	667.00	51.00	0.00	0.00	0.00	0.00	0.00	0.00	718.00
Total Apprentice Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total New Hire Hours		569.50	518.50	51.00	0.00	0.00	0.00	0.00	0.00	0.00	569.50
Grand Total Hours		718.00	667.00	51.00	0.00	0.00	0.00	0.00	0.00	0.00	718.00

(Continue to next page)



CONTRACTOR ASSIGNMENT REPORT

If you have Subcontractors you can run this report and see the assignments. If your Subcontractor has a Sub that they have hired out work to, that also will show on this report. Some information is populated based on the Project setup by the Prime/Administrator and/or Agency in charge – Contract ID; Start and End Date. The Contract Amount, if any, would be from the Contractor Assignment screen; this information will only appear if it was entered.

Contractor Assignments Report

Project

Select Project / All Projects

Contractor

Select Contractor / All Contractors

Output Format
☒ PDF ☐ Ms-Word ☐ Ms-Excel

Cancel

Run

You can choose a project, or all
If you have Subcontractors you
may choose a sub or all.

Choose your Output Format and
Run

Contractor Assignment Summary Report

Project: SOUTH CLAIBORNE AT TOLEDANO ST. STREETSCAPE			
Sub Contractor			
504-232-1818 Big Yellow Construction, LLC	Contract ID: 2005-ENH-001B (Start Date: 07/23/2012 Contract Amount: \$19,250.00	End Date: 02/28/2013	
85232 BOES IRON WORKS	Contract ID: 2005-ENH-001B (Start Date: 07/23/2012 Contract Amount: \$3,677.00	End Date: 02/28/2013	
9859602131 CHRIS' ASPHALT PAVING, LLC	Contract ID: 2005-ENH-001B (Start Date: 07/23/2012 Contract Amount: \$22,826.00	End Date: 02/28/2013	

E-DOCUMENT REPORTS

You may run this report on your company as well as your Subcontractors (if you have Subcontractors).

Project – you may choose a project or if you have more than one you can choose all;

Contractor – you may choose yourself, if you have Subcontractors you can be specific by checking the box next to those you wish to run report on, or you may choose all.

Select date range by using the Calendars or type in dates (formatted as 00/00/0000);

Choose your Output Format; and

Click View Report



Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter

E-Document Report.

Project
Select Project / All Projects

Contractor
Select Contractor / All Contractors

From Week End Date To Week End Date

Output Format
☒ PDF
 ☐ Ms-Word
 ☐ Ms-Excel

Cancel View Report

You may choose a project or all projects as well as an individual Subcontractor or all (if you have any subs) Choose the From/To time frame and View Report.

The report will list your Subcontractors and what they have uploaded through the LCPtracker system under the eDocuments navigation tab.

E-DOCUMENT REPORT

Project: 02142013@1204PM / SLD-AUBREY'S BRIDGE

Estimated Start Date: 02/14/2012

Estimated End Date:

Bid Date: 01/01/2012

Contractor: SLD OBEC (PRIME)

Contact: KRISTINE HAMBURG

Address: 600 COUNTRY CLUB ROAD

CANBY OR 97401

Phone:541-555-5555

Fax:

E-mail: sdoll@lcptracker.com

Document Name	Status	No. of Doc Submitted	Emp Req'd	Weekend Req'd	Notice Req'd	View By	Description
DAS140		2	R	N			Ctrs & Admin
		Document Date		Expire Date	Req'd		Document Description
		1 02/06/2013		02/06/2014	R		
		2 02/06/2013		02/06/2014	R		
Laborlaw Checklist		1	N	N			Ctrs & Admin
		Document Date		Expire Date	Req'd		Document Description
		1 02/06/2013		02/06/2014	R		WRONG ONE PLEASE DELETE
		1	N	N			Ctrs & Admin
		Document Date		Expire Date	Req'd		Document Description
		1 06/05/2013			N		

Wednesday, June 5, 2013

Wednesday, June 5, 2013

LATE CPR SUMMARY REPORT

You may run this report on your company as well as your Subcontractors (if you have Subcontractors).

Choose your parameters

Project – you may choose a project or if you have more than one you can choose all;

Contractor – you may choose yourself, if you have Subcontractors you can be specific by checking the box next to those you wish to run report on, or you may choose all;

The 'Late Based on' selection, almost all will use the 'Use Weekend Date' and the 'Include Contractors Without Payroll Submissions'; Choose your Output Format; and click View Report.



Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter

Late CPR Summary Report

Select Department
-- All Departments --

Select Projects
Select options

Select Contractors
Select options

Late Based on:
☐ Use the 14th of the Month
☒ Use Weekend Date
☐ Late Days for Primes Counted by Week Days (M-F) not Calendar Days?
☐ Add in Contractor Pay Days?
☒ Include Contractors Without Payroll Submissions?

Report as of:
6/5/2013

Output Format
☒ PDF ☐ Ms-Word ☐ Ms-Excel

Cancel View Report

Projects - if you have more than one you may choose a project, choose individually some, or check all.

Contractors - same if you have Subcontractors, you can choose a contractor, some, or check all.

Choose the criteria for 'Late Based on'. Note: most use the Weekend Date and then Include Contractors Without Payroll Submissions.

Once all choices are complete the View Report will un-shade, click and let system run report for you.

Report shows the Week End date, when it was due and how many days late. As well as if the Prime Approver and/or Admin has rejected any CPR.

LATE CERTIFIED PAYROLL SUMMARY Use Weekend Date

Project:	SLD- Zoo Pachyderm Remodel (Zoo2012Has)			Report as of:	6/5/2013
Start Date:	07/01/2012	End Date:	Budget:	\$250,000.00	Print Date: 6/5/2013
Contractor: STACEY MANAGEMENT, LLC					
Contact: STACEY					
Address: 5729 MAIN STREET #249 SPRINGFIELD, CA 92866					
Phone: 714-669-0052 FAX: E-Mail: SDOLL@LCPTRACKER.COM Assignment Start Date: 02/02/2012					
Week End Date	Due Date	Days Late	Status		
03/23/2013	04/13/2013	53			
03/30/2013	04/20/2013	46			
04/06/2013	04/27/2013	39	REJECTED		
04/13/2013	05/04/2013	32	REJECTED		
04/20/2013	05/11/2013	25			
04/27/2013	05/18/2013	18			
05/04/2013	05/25/2013	11			
05/11/2013	06/01/2013	4			

Late Certified Payroll Summary Report will show if you or your Subcontractors (if you have any) are late with submitting CPRs. Also if the Admin has Rejected CPR you will see REJECTED

MISSING EDOCUMENTS

The Missing Documents report will auto-populate and show the Document name, if it's attached to an employee, or if the weekend date was required when uploading the document as well as other info, shown below in this screen shot.



E-DOCUMENT MISSING REPORTS

Report Date : 06/06/2013

Document Name	Emp Req'd	Weekend Req'd	Notice Req'd	View By	Description
LABOR LAW SIGNATURE PAGE	N		N	Ctrs & Admin	

Page 1 of 1

NEW HIRE

This report will show you by project and individual or all Subcontractors the number of new hires for the specified time frame you choose to run the report for. Select the Project; Select a Subcontractor or all; choose date range (formatted as 00/00/0000); and Click Run to run the report.

New Hire Report

☐ Recovery Act projects only
☐ Include closed projects

Optional choices

Select Department
-- All Departments --

Select Project
SLD-AUBREY'S BRIDGE

Select Contractor
Select Contractor / All Contractors

Start Date
01/01/2010

End Date
06/06/2013

Job Creation - New Hire Report One Contractor One Project

Report Date: 06/06/2013

Project: SLD-AUBREY'S BRIDGE
Project Code: 02142013@1204PM
Contractor: SLD_OBEC (PRIME)

From: 1/1/2010 To: 6/6/2013

Employee Name	City	Craft	Hire Date	Hours Worked	Amount Paid				
PEANUT, MISS	HONOLULU	ENGINEERING CONSULTANT	10/24/2012	40.00	\$3,300.00				
The Report will give you all New Hires. This example there was only one for this Contractor for the Project and time frame chosen when running the report.			Total Hired by Contractor	New Hire Hours Worked	New Hire Amount Paid	Total Workers on Job	Total Hours Worked	Total Amount Paid	Percent of Number of New Hires
			1	40.00	\$3,300.00	8	230.00	\$27,640.00	12.50%
			Total Hired by Project	New Hire Hours Worked	New Hire Amount Paid	Total Workers on Job	Total Hours Worked	Total Amount Paid	Percent of Number of New Hires
			1	40.00	\$3,300.00	8	230.00	\$27,640.00	12.50%

Page 1 of 1

FHWA RECOVERY ACT 1589 REPORT

In order to run this report the project setup by your agency needs to be marked as Recovery Act project. For instructions on how to enter [Recovery Act Additional Data Entry](#) see the [PAYROLL RECORDS](#) section of manual. If you only have one project, then choose the project from the drop down, it is possible if you have more than one project that is Recovery Act you may choose to do All Projects, select the month that you wish to run and choose to run report 1589



Projects 1. Payroll Records 2. Notices 3. Certification

FHWA Recovery Act 1589 Report

Selection parameters

1- Select a project

BRIDGE RETROFIT M-15 PROJECT

2- Select month

October-2012

Cancel

Run Report 1589

Run Report Employee Type

Monthly Employment Report
American Recovery and Reinvestment Act Employment

Report Date: 11-June-2013

1. Report Month (mmyyyy): October-2012	2. Contracting Agency: arizonado_ttest2			
3. Federal-Aid Project Number: 123456789	4. State Project Number of Identification Number: 7654101C	5. Project Location:		
6. Contractor Name and Address: Name: AMERICAN GENERAL CONSTRUCTION Address: 850 E. CHAPMAN AVE, SUITE D City: ORANGE State: CA Zip: 92866				
7. Contractor DUNS Number: 7143371440123				
8. Employment Data		EMPLOYEES	HOURS	PAYROLL
Prime Contractor Direct, On-Project Jobs (see guidance for definitions)		3	51.50	1,624.36
Subcontractor Direct, On-Project Jobs				
Subcontractor Name				
AMES Construction	#	0	0.00	0.00
Archaeological Consulting Services, Ltd.	#	0	0.00	0.00
ARIZONA TRUCKING COMPANY	#	0	0.00	0.00
ATL, Inc.	#	0	0.00	0.00
DESERT SEEDERS	#	0	0.00	0.00
DOUGLAS CONTRACTING	#	0	0.00	0.00
GRANITE CONSTRUCTION COMPANY	#	0	0.00	0.00
MEADOW VALLEY CONTRACTORS, INC.	#	0	0.00	0.00
NATALIE CONTRUCTION	#	0	0.00	0.00

Monthly Employment Report

Page 1 of 2

Monthly Employment Report
American Recovery and Reinvestment Act Employment

Report Date: 11-June-2013

Prime and Subcontractor Totals	3	51.50	1,624.36
9. PREPARED BY CEO or Payroll Official (Signature and Title)			DATE
Name: Stacey L. Doll Title: Administrative Assistant			06/11/2013

Contents equivalent to Form FHWA-1589 (rev. 3-25)

* - contractor has submitted the non-prevailing wage data
- contractor did not work any prevailing wage hours during month

Monthly Employment Report

Page 2 of 2

To simply view the Employee Types you have entered, same steps as previously stated only this time choose Run Report Employee Type.



Employee Type Report

Month: October 2012

Report Date: 06/11/2013

Employee Type	Number of Employees	Hours Worked	Amount Paid (\$)
Project Name: BRIDGE RETROFIT M-15 PROJECT			
Contractor Name: AMERICAN GENERAL CONSTRUCTION			
Accounting Staff	2	100.00	2,000.00

FHWA 1391 REPORT

If your Agency is requiring 1391 reporting once you have done so (see Payroll Records section of manual) you may run the 1391 Additional Data Entry Status Report and the 1391 Report. You will have to choose a time frame, select a Subcontractor or your own company and click Run.

1391 Additional Data Entry Status Report

Report Date: 06/07/2013

Sr. No.	Contractor	Week End Date
1	SLD_OBEC (PRIME)	07/25/2010
2	SLD_OBEC (PRIME)	07/25/2010
3	SLD_OBEC (PRIME)	07/25/2010
4	SLD_OBEC (PRIME)	07/25/2010
5	SLD_OBEC (PRIME)	07/25/2010
6	SLD_OBEC (PRIME)	07/25/2010
7	SLD_OBEC (PRIME)	07/25/2010
8	SLD_OBEC (PRIME)	07/25/2010

(Continue to next page)



1391 Report

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																							
1. MARK APPROPRIATE BLANK(S)		2. NAME AND ADDRESS OF CONTRACTOR								3. NO OF CONTRACTS				4. DOLLAR AMOUNT OF CONTRACT				5. TYPE OF CONSTRUCTION					
☒ Contractor ☐ Subcontractor		SLD_OBEC (PRIME) 600 COUNTRY CLUB ROAD TEMPE								1				\$1,787,483.50									
H658201C - STP-087-A(200)A - ORIG 8133																							
This collection of information is required by law and regulation (23 U.S.C. 140a and 23 CFR Part 230 and will be used to identify patterns and trends of employment in the highway construction industry, and to determine the adequacy and impact of the FHWA's contract compliance and on-the-job training programs. Public reporting burden is estimated to average 2 hours per response, including the time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 2125-0019 expiring in March, 2010. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Highway Administration, 1200 New Jersey Ave., SE, Washington DC 20590.																							
6. WORKFORCE ON FEDERAL-AID CONSTRUCTION SITE(S) DURING WEEK OF JULY-2013																							
Table A																				Table B			
Job Categories (crafts)	TOTAL EMPLOYED (Table A)		WHITE (Not of hispanic Origin)		TOTAL RE MINORITIES (Table A)		BLACK (not of Hispanic Origin)		HISPANIC		AMERICAN INDIAN or ALASKAN NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC		TWO OR MORE RACES		Apprentices		On The Job Trainees		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Officials (Managers)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Supervisors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Foremen	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Equipment Operator	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Mechanics	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Truck Drivers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Ironworkers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Carpenters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Cement Masons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Electricians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Pipefitter, Plumbers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Painters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Laborers - Semi Skilled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Laborers - Unskilled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Table C (Table B data by racial status)																							
Apprentices		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
On The Job Trainees		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
8. Prepared By: (Signature and Title of Contractors Representative)												9. DATE				10. REVIEWED BY: (Signature and Title of State Highway Official)						11. DATE	
Accounting Coordinator												06/07/2013											

APPRENTICE HOURS REPORT BY CITY

Choose your parameters

Choose a City or All Cities (this list will be populated based on your employee setup as well as if you have Subcontractors;

Project – you may choose an individual project or all (if you are only on one project you will only have one to choose from);

The from/to week end dates fields will populate based on submitted CPR's;

Choose your Output Format; and

Click Next to view report.



Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports

Apprentice Hours by City

Selection parameters

Select a city
All Cities

Select a project
SLD-AUBREY'S BRIDGE

Select a contractor or select all contractors
-- All Contractors --

Select week-end-date range

From week-end-date	To week-end-date
1/29/2012	1/29/2012
4/29/2012	4/29/2012
6/3/2012	6/3/2012
6/10/2012	6/10/2012

Output Format
☒ PDF
 ☐ Ms-Word
 ☐ Ms-Excel

Cancel Next

You may choose All Cities, All Projects and All Contractors or Individual choices may be made.

Dates will populate based on CPR's that have been submitted. Choose your Date range and Output and click Next

All Cities Hours

All Contractors Across One Project

From 01/29/2012 to 06/10/2012

Page 1 of 1

Project / Contractor	Total Employee Hours	All Cities Hours	Apprentice Hours	JourneyMan Hours	All Cities Apprentice Hours	All Cities Apprentice/JourneyMan Ratio
SLD-AUBREY'S BRIDGE						
SLD_OBEC (PRIME)						
CARPENTER ZONE 1	24.00	24.00	0.00	24.00	0.00	0.00
Flagger	234.00	234.00	0.00	234.00	0.00	0.00
LABORER ZONE 1	48.00	48.00	0.00	48.00	0.00	0.00
SubTotal	306.00	306.00	0.00	306.00	0.00	0.00
Total	306.00	306.00	0.00	306.00	0.00	0.00
Percentage		100.00%			0.00%	

APPRENTICE HOURS REPORT BY CONTRACTOR

Unlike some of the previous reports shown, this one you may only choose a project and a contractor. There is no option to do all projects or all contractors. You may choose to run With Laborer Hours and Show Craft Detail; and Click Run to view report.



Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments

Apprentice Hours Report By Contractor

Select a project
SLD-AUBREY'S BRIDGE

Select a contractor
SLD_OBEC (PRIME)

Select a craft
-- All crafts --

☐ With Laborer Hours ☐ Show Craft Detail

Optional choices

Cancel Run

Project Name: SLD-AUBREY'S BRIDGE					
Project Manager: STACEY L. DOLL			Estimate Start Date: 02/14/2012		
Trade	Apprentice Hours	Ratio (%)	Goal (%)	Goal Hours	
Contractor: SLD_OBEC (PRIME)	Checking both boxes				
laborers::stripping (pre-form layout & removal of markings)	73.00	0.00	0.00%	0 %	0.00
Project Total	73.00	0.00	0.00%	0 %	0.00

Apprentice Hours Report by Contractor

Report Date: 06/07/2013

Project Name: SLD-AUBREY'S BRIDGE					
Project Manager: STACEY L. DOLL			Estimate Start Date: 02/14/2012		
Trade	Journeyman Hours	Apprentice Hours	Ratio (%)	Goal (%)	Goal Hours
Contractor: SLD_OBEC (PRIME)	Checking neither box				
laborers	0.00	0.00	0.00%	0 %	0.00
Project Total	0.00	0.00	0.00%	0 %	0.00

APPRENTICES HOURS REPORT BY TRADE

This report may only be run by project and by contractor (Subcontractor). You may choose to do a craft or all crafts. You may also choose to have report show Laborer hours or none.

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments

Apprentice Hours Report By Trade

Select a project
SLD-AUBREY'S BRIDGE

Select a contractor
SLD_OBEC (PRIME)

Select a craft
-- All crafts --

☐ With Laborer Hours

Cancel Run

This Contractor has payrolls in system so they have 'crafts' to choose from.

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments

Apprentice Hours Report By Trade

Select a project
SLD-AUBREY'S BRIDGE (There are no crafts in the database)

Select a contractor
SLD_AUBREY CONCRETE

Select a craft
-- All crafts --

☐ With Laborer Hours

Cancel Run

This Contractor has yet to submit any payrolls so there are 'no crafts in the database'



Apprentice Hours Report by Trade

Report Date: 06/11/2013

Project Name: SLD-AUBREY'S BRIDGE					
Project Manager: STACEY L. DOLL			Estimate Start Date: 02/14/2012		
Trade	Journeyman Hours	Apprentice Hours	Ratio (%)	Goal (%)	Goal Hours
carp0408-003 carpenter	0.00	51.50	0.00%	5.00%	0.00
carpenter	14.00	0.00	0.00%	5.00%	0.70
electrician	1.00	0.00	0.00%	5.00%	0.05
iron worker	1.00	0.00	0.00%	5.00%	0.05
iron0075-006 ironworker	0.00	31.50	0.00%	5.00%	0.00
laborer	0.00	0.00	0.00%	5.00%	0.00
suaz2004-009 03/11/2004	60.00	0.00	0.00%	5.00%	3.00
test	0.00	0.00	0.00%	5.00%	0.00
Project Total		76.00	83.00	109.21%	5.00%

Not choosing to check the
"With Laborer Hours"

Apprentice Hours Report by Trade

Report Date: 06/11/2013

Project Name: SLD-AUBREY'S BRIDGE					
Project Manager: STACEY L. DOLL			Estimate Start Date: 02/14/2012		
Trade	Journeyman Hours	Apprentice Hours	Ratio (%)	Goal (%)	Goal Hours
carp0408-003 carpenter	0.00	51.50	0.00%	5.00%	0.00
carpenter	14.00	0.00	0.00%	5.00%	0.70
electrician	1.00	0.00	0.00%	5.00%	0.05
iron worker	1.00	0.00	0.00%	5.00%	0.05
iron0075-006 ironworker	0.00	31.50	0.00%	5.00%	0.00
laborer	10.00	0.00	0.00%	5.00%	0.50
suaz2004-009 03/11/2004	60.00	0.00	0.00%	5.00%	3.00
test	0.00	0.00	0.00%	5.00%	0.00
Project Total		86.00	83.00	96.51%	5.00%

Choosing to check the
"With Laborer Hours"

APPRENTICE/TRAINEE LIST REPORT

This report may be run choosing All Projects and All Contractors or you may choose to run for a specific project and specific Subcontractor. Then you must either use the calendar icons to choose the from and to dates or you may enter in the format of 00/00/0000, then click the Load Apprentice Data.



Projects | **1. Payroll Records**

Apprentice / Trainee List Report

Select Department
-- All Departments --

Select Project
Select Project / All Projects

Select Contractor
Select Contractor / All Contractors

From Week End Date: 01/01/2010 To Week End Date: 06/12/2013

You may run choosing All Projects/ All Contractors or by a Project and Contractor. You must enter a From and To Week End date and

Load Apprentice Data

Now you can choose All Apprentices or a specific apprentice, then by a specific craft or all crafts and your sort order. Based on the sort order you choose will show the report sorting by that column in alphabetical order.

Select Apprentice Name
-- All Apprentices --

Select Craft
-- All Crafts --

Sort Order
Week End Date
Name
Craft
Classification
Contractor
Apprentice Program

Cancel **Run**

You may then Choose All Apprentices or a specific name; Choose all crafts or a certain craft; and Choose the Sort order.

Start Date: 1/1/2010 12:00:00AM
End Date: 6/12/2013 12:00:00AM

Apprentice/Trainee List Report

Report Date: 06/12/2013

Name	Craft	Classification	Contractor	Rate %	Level	Project Name	Project Code	Approved	Approved Date	Expire Date	Appr Cert	Appr Prgm	Week End Date
WHITE, BARRY	LAB00383-006 LABORER	Laborer (1) Apprentice, 1st Yr - 1st Period - 80%	AMERICAN PAVING	-		BRIDGE RETROFIT M-15 PROJECT	7654101C	Y	-	-	-		4/7/2012
LEE, JONATHAN	Carpenter	Apprentice Level 10	AMERICAN PAVING	-		BRIDGE RETROFIT M-15 PROJECT	7654101C	Y	1/17/2012	7/17/2012	Approved		6/9/2012
LEE, JONATHAN	Carpenter	Apprentice Level 10	AMERICAN PAVING	-		BRIDGE RETROFIT M-15 PROJECT	7654101C	Y	1/17/2012	7/17/2012	Approved		1/12/2013

The top we Sorted by Week End Date

The bottom we Sorted by Name

Start Date: 1/1/2010 12:00:00AM
End Date: 6/12/2013 12:00:00AM

Name	Craft	Classification	Contractor	Rate %	Level	Project Name	Project Code	Approved	Approved Date	Expire Date	Appr Cert	Appr Prgm	Week End Date
LEE, JONATHAN	Carpenter	Apprentice Level 10	AMERICAN PAVING	-		BRIDGE RETROFIT M-15 PROJECT	7654101C	Y	1/17/2012	7/17/2012	Approved		6/9/2012
LEE, JONATHAN	Carpenter	Apprentice Level 10	AMERICAN PAVING	-		BRIDGE RETROFIT M-15 PROJECT	7654101C	Y	1/17/2012	7/17/2012	Approved		1/12/2013
WHITE, BARRY	LAB00383-006 LABORER	Laborer (1) Apprentice, 1st Yr - 1st Period - 80%	AMERICAN PAVING	-		BRIDGE RETROFIT M-15 PROJECT	7654101C	Y	-	-	-		4/7/2012



TRAINING REIMBURSEMENT REPORT

This report you will choose a project then you may choose a subcontractor or all; choose an individual craft or all; select date range by using the Calendars or type in dates (formatted as 00/00/0000); Choose your Output Format; and Click Run to view the report.

Projects

1. Payroll Records

2. Notices

3. Certification

Report

Training Reimbursement Report

Select Department

-- All Departments --

Select Project

SLD-AUBREY'S BRIDGE

Select Contractor

Select Contractor / All Contractors

Select Craft

Select Craft / All Crafts

From Week End Date

01/01/2010

To Week End Date

06/12/2013

Employee Name

☒ With ☐ Without

Output Format

☒ PDF ☐ Ms-Word ☐ Ms-Excel

Cancel

Run

STACEY- DEMO ACCOUNT

Training Reimbursement Report

Page 1 of 1

Project: SLD - REPLACEMENT HOSPITAL - LEGACY PROJECT						Report Date:	06/12/2013
						Start Date:	1/1/2010 12:00:00AM
						End Date:	6/12/2013 12:00:00AM
						Reimbursement Rate:	0.00
Contractor: SLD_OBEC (PRIME)							
Payroll Number	Week End Date	Apprentice Name	Craft	Classification	Hours Worked	Amount	Emp Sub Total Hrs
1	11/07/2010	RICE, RICKY	BRICKLAYER	APPRENTICE BRICKLAYERS	8.00	\$0.00	
							8.00
							\$0.00
						Total Payment to Contractor	8.00
							\$0.00
						Grand Total By Project/Report	8.00
							\$0.00

EDOCUMENTS

The eDocuments feature has two basic functions: One is so that the Administrators can provide useful documents to contractor users; and two, are how agency Administrators and/or Prime Approvers receive documents from contractors, (think of this as the file folder for all other documents outside of payrolls). Use of this feature varies from agency to agency.



eDocuments Main Menu

[Upload Documents](#)

[Download Document Templates](#)

[View Documents](#)

Document Types For Upload

Document Name	Req'd	Expire Freq (month)	Document Description
APPRENTICE - BAT CERTIFICATE	N	0	
APPRENTICE CERTIFICATION FORM	Y	12	This is required when a new apprentice is added to your payroll for this project
COPY OF CHECK	N	1	Copy of Cancelled Check and paystub information, Scanned image is ok.
DAS 140 FORM	N	0	you must submit this prior to your first Certified Payroll submitted
EMPLOYEE ROSTER	N	0	Please submit this document anytime an employee is added to project
FORM 300	N	0	
FRINGE BENEFIT DOCUMENT	Y	0	This is required once at the start of your project
HUD 2516	Y	6	HUD Semi-Annual Subcontract & Contract Activity Report
TEST CATEGORY	Y	0	
YOUTH AT RISK	N	0	Youth at Risk Payroll tracking

DOWNLOAD DOCUMENT TEMPLATES

You can download any documents the Administrator has posted for your use. Simply click on the underlined link and your browser will start the viewing/download process. The Agency may post some document in editable word or PDF format so that the Contractor can save to computer, fill in the proper fields, save and then upload the same file to submit under [Upload Documents](#).

E-Documents Templates

Templates Available For Download

Template Name
Additional Classification Request Form
Apprentice Certification Form
DAS 140
Employee roster
Form 1413
HUD 2516
Hud Semi Annual Report
I-9 Employee Verification Form
Pre-Construction Agenda
Prevailing Wages for Bridge Reconstruction Project
Reimbursement Rate Audit Guideline
Statement of Compliance Fringe Benefit
Statement of intent to pay prevailing wage
Subcontractor Certification
Terminal D Rail Fed Wage Rates

Depending on your Agency you may or may not have Templates Available. Here is just a sample list

The document may be fillable once saved to your pc. Fill in then go to Upload Documents to upload.



DOCUMENT TYPES FOR UPLOAD

The Agency specifies what documents are allowed/required to be uploaded. The list of documents that each Agency requests will show in the [Document Types for Upload](#) table. Documents can be N – Not Required meaning that they are sent on request from the Agency Administrator and/or Prime Approver; R – Required meaning that they are required by everyone; and Y – Yes, meaning that that they are required before you can submit CPR's. Note some documents that are flagged Y may have a delay set on them, a 30 day delay would allow submittal of end of month reports. This means you will have 30 days to submit the required document and then after this time period LCPtracker system will not allow any other payrolls to be certified until the document is submitted.

Document Types For Upload			
Document Name	Req'd	Expire Freq (month)	Document Description
APPRENTICE - BAT CERTIFICATE	N	0	
APPRENTICE CERTIFICATION FORM	Y	12	This is required when a new apprentice is added to your payroll for this project
COPY OF CHECK	N	1	Copy of Cancelled Check and paystub information, Scanned image is ok.
DAS 140 FORM	N	0	you must submit this prior to your first Certified Payroll submitted
EMPLOYEE ROSTER	N	0	Please submit this document anytime an employee is added to project
FORM 300	N	0	
FRINGE BENEFIT DOCUMENT	Y	0	This is required once at the start of your project
HUD 2516	Y	6	HUD Semi-Annual Subcontract & Contract Activity Report
TEST CATEGORY	Y	0	
YOUTH AT RISK	N	0	Youth at Risk Payroll tracking

UPLOAD DOCUMENTS

The receiving documents feature ([Upload Documents](#)), allows you to upload (send to Administrators and/or Prime Approvers) documents that the Adminstrating Agency requests. The Upload Documents button provides the ability to upload document directly from your computer into your Administrators database. To upload a document, have the document available on your computer. The document can be almost any type that can be viewed by internet browser: txt, pdf, xls, doc, tif, etc.

(Continue to next page)



Upload Documents

Project Name

-- All Projects --

Project Name - You will need to choose the Project the document is for (some documents may be for all projects, this will depend on how the Agency in charge has it set up;

Contractor

AMERICAN GENERAL CONSTRUCTION

Document Date - This is always a required field. You may use the calendar icon to choose your date, or you may type it in, formatted as 00/00/0000;

Document Date *

Expiration Date - Optional field, some agencies may require that this be filled in, again use icon to find date or you may type in;

Expiration Date *

Document Type

Document Type - You will choose the document name from the drop down based on titles that the Agency has defined:

Description

Description - Optional field, some Contractors may choose to use this field for their own notes (this is viewable by Administrators and/or Prime Approvers);

Select employee the document relates to if appropriate *

Select employee the document relates to if appropriate - Optional field, some Agencies may require.

Week end date the document relates to if appropriate *

Week end date the document relates to if appropriate - Optional field, some Agencies may require.

Comments

Comments - Optional field, some Contractors may choose to use this field for their own notes and comments (this is viewable by Administrators and/or Prime Approvers);

Select the file to upload *

Browse...

Select the field to upload - You will Browse your computer to find the document you are about to upload;

E-Signature Password *

Help

E-Signature Password is required to save the document to the system. For E-Signature see the [SETUP](#) section of manual and go to [Edit E-Signature Password](#) section.

Cancel Save

VIEW DOCUMENTS

When you click on the [View Documents](#) button this screen will appear. Select the filter parameters if you want to filter the list by a certain project, or if you have Subcontractors, or by document. You may also filter by dates – Document date or Submittal date.

(Continue to next page)



Details/Edit options

Some fields are editable when you go into the Details. You will also be able to read any Administrator Notices that may have been added, as well as if the Agency Administrator and/or Prime Approver has Accepted or Rejected the uploaded eDocument.

View Documents

Select Project: -- All Projects --

Select Contractor: -- All Contractors --

Select Document Type: -- All Types --

Document Date Filter: Start Date: [] End Date: []

Submitted Date Filter: Start Date: [] End Date: []

Load Data

Select filter values and **Load Data** to see documents

Click on **View** to view the document you have uploaded.

Details allows you to edit information about the document you have uploaded.

Displaying 23 uploaded documents

Project	Document Type	Document Date	Contractor	Uploaded	Description	Status	Employee Linked	Notice Linked	View Details	View Document
ARRA Test Project	APPRENTICE CERTIFICATION FORM	7/1/2011	AMERICAN GENERAL CONSTRUCTION	2011-07-18T18:16:10.28		Rejected	NO	NO	Details	View
BRIDGE RETROFIT M-15 PROJECT	APPRENTICE CERTIFICATION FORM	11/1/2010	AMERICAN GENERAL CONSTRUCTION	2010-12-02T11:33:02.407		Rejected	YES	NO	Details	View
BRIDGE RETROFIT M-15 PROJECT	APPRENTICE CERTIFICATION FORM	9/1/2011	AMERICAN PAVING	2011-10-03T21:35:42.837			YES	NO	Details	View
BRIDGE RETROFIT M-15 PROJECT	APPRENTICE CERTIFICATION FORM	6/14/2012	AMERICAN PAVING	2012-06-14T00:00:00			YES	NO	Details	View

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DAILY REPORTER

Daily Reporter is used mainly by Primes, with most data being entered by their Foreman. If you are NOT the Prime, please contact your Prime to discuss the possibility of being a user. Electronic Daily Reporter is an invaluable tool that will cross check the accuracy of Contractor's CPR's submitted through LCPtracker with the Dailies submitted on the job. Under the Daily Reporter navigation tab you are able to view the Daily Reporter Video as well as the Daily Reporter Brochure and if you are interested in using, just click on the Sign Up Now and follow prompts.

Projects | **1. Payroll Records** | **2. Notices** | **3. Certification** | **Reports** | **eDocuments** | **Set Up** | **Daily Reporter**

Daily Reporter Main Menu

Daily Reporter Video

Daily Reporter Brochure

Sign Up Now

For those that are Not Daily Reporter Users

Projects | **1. Payroll Records** | **2. Notices** | **3. Certification** | **Reports** | **eDocuments** | **Set Up** | **Daily Reporter**

Daily Reporter Main Menu

Create Daily Log

Edit Daily Log

Quality / Safety Notes

Submit Daily Report

Daily Log Discrepancies

Contractor Check-In

Late Processing

Validation Settings

Project Sites

Edit Subscription

For those using Daily Reporter



As of this publication we do recommend doing at least a few manual cross checks during the first few months of use. Example of manual cross checking would be once you have entered all information into the system and printed the Subcontractor Daily Log and Combined Daily Report, compare to that week's CPR submitted by Subcontractors.

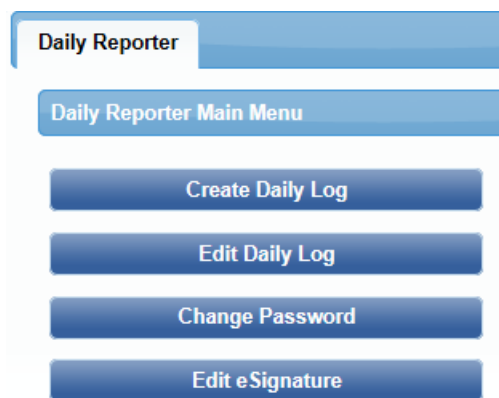
PRIME CONTRACTOR USERS

The main users of your account will need to log into your LCPtracker account and setup the Daily Reporter users and their Roles (see [Add/Edit Additional Users](#)). There are two different types of roles that can be assigned to the Add/Edit Additional Users for those using Daily Reporter – Admin Role and Foreman Role. Note: If you have multiple Agencies you are working for and are using Daily Reporter under each, you will need to set up the users under each Agency in the same manner.

Admin Role will have access to everything as the main user; the only difference is the Admin Role cannot set up or edit Additional Users. As the Admin user role you have the ability to Create and Edit Daily Logs, enter Quality / Safety Notes; Submit Daily Report (Combined Daily includes all information for all subs for that day); look into Daily Log Discrepancies; do Contractor Check-In; Late Processing; set Validation Settings for Daily Reporter (Only); add/edit Project Sites and Edit Subscription if needed.



Foreman Role will only see the Daily Reporter as an option. As the Foreman user role you can create Daily Logs, Edit Daily Logs for your company as well as change your own password and edit your eSignature, (for help with eSignature [Edit eSignature Password](#)).





CREATING DAILY LOG (ADMIN OR FOREMAN ROLES)

Users will click on the Create Daily Log and enter information in fields where necessary and choose appropriately for any drop down fields.

You will either use the calendar icon to find the log date, or you may type in (formatted as 00/00/0000);

Select the Project from the Drop down;

Select the Subcontractor (as Foreman role you will only see your company);

Select Site (note: Sites are created and maintained by the Admin User Role);

Select the Shift you are doing the Daily Log for and click Next.

Once you have at least one Daily Log completed, when you come to do the Daily Log, if you wish you may **Copy last Daily report submitted**; make any needed changes prior to submitting.

A screenshot of the "Daily Log" form in the LCPtracker software. The form has a blue header bar with the text "Daily Log". Below the header, there are several fields: "Log Date:" with a text box containing "05/18/2012" and a calendar icon; "Select Project:" with a dropdown menu showing "SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/LOCATION)"; "Select Contractor:" with a dropdown menu showing "SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)"; "Select Site:" with a dropdown menu showing "Main Site"; "Select Shift:" with a dropdown menu showing "Day"; and "Contract ID:" with a text box. At the bottom, there is a checkbox labeled "Copy last Daily Report submitted" which is checked, and two buttons: "Cancel" and "Next". A callout box with a blue border and rounded corners is overlaid on the right side of the form, containing the text: "Once you have submitted your first Daily, you may choose to copy your last daily and edit any information that needs changed and submit."

Employee Log

Choose employee from the drop down, screen will auto-populate with the employees that the Subcontractor (Admin Role), or your company (Foreman Role) has entered in their setup.

If you have an employee on-site that does not appear under the drop down you may add by typing in their First Name, Last Name, Choose their craft and select classification. Enter the hours and Save.

After choosing and entering hours for each employee on-site be sure to Save. Once you have all entered then click Next to move forward. You may at the bottom of this screen Edit or Delete an employee.



Employee Log

Select an employee from the list or enter it below:
 MOUSE, MICKY

First Name: MICKY
 Last Name: MOUSE
 Select a craft: CARPENTERS
 Select a classification: CARPENTERS, GROUP 1, ZONE 1
☐ Apprentice
 Enter time in hours: 8

Cancel Save Next

Once you have done one employee, save and choose the next employee from drop down.

If you have an employee on-site not listed you may add them, simply type in First Name and Last Name; choose the craft & classification that they worked and hours.

Save after each entry. Once you have completely entered all employees, click Next.

Log ID	Employee	Craft	Classification	Apprentice	Hours	Edit	Delete
32	[UNRECONCILED] SLAYER, BUFFY	ELECTRICIAN	ELECTRICIAN	No	6.00	Edit	Delete
31	JAMES, JOSHUA	ELECTRICIAN	ELECTRICIAN	No	8.00	Edit	Delete

Work Description

Enter work description, your activity code (typically a company's internal coding). If necessary you may click back to previous screen. Once information is entered move forward, Save/Next.

Work Description

Enter work description:
 Installation of trim around main site of entry

Enter activity code :
 0621

Cancel Previous Save/Next

Equipment Log

You can enter the description of equipment on-site as well as the hours that the equipment was used. Enter each and the hours and Save, once all entered, click Next. You may also edit or delete if needed.

Equipment Log

Enter equipment description :
 Scaffolding

Enter hours on site:
 8.0

Cancel Previous Save Next

Enter equipment description and hours on site and Save.
 Repeat for all Equipment to report.
 Once completed, click Next.

Id	Equipment	Hours	Edit	Delete
11	Cherry Picker	8.00	Edit	Delete



Deliveries Log

You can enter the description of deliveries on-site, such as materials. Enter all delivery information and click Save/Next.

Deliveries Log

Enter work delivery information:

No Delivery this date

Safety Log

Most Insurance companies require certain actions be taken during a job. For those weekly safety meetings or any other safety topic issues, here you can check the box and note this information. Once you have entered information click Save/Next. For those Dailies that there is no safety information to record, just click Save/Next without checking the little box to continue.

Safety Log

Enter safety topic:

Mandatory Safety meeting, held at C&M Job Shack. As of this date only 1 on-site accident, Carpenter not wearing eye protection after flushing was taken to UC.

☒ Check if safety meeting held this date

Submit Daily Log

At this time you may view your document in draft then Submit. You will need to enter your name, title and eSignature.

Submit Daily Log

Name of person submitting :

Your Name

Title of person submitting :

Your Title

eSignature password :

eSignature Password



If you view the Draft and need to do some editing prior to submitting, click cancel and go to the Edit Daily Log, choose your project, select your company or subcontractor and date range. Any logs not submitted will appear on the screen. From here you may Delete, Edit, review the Draft again and Submit. At this time the **FOREMAN ROLE** is complete.

Daily Log Edit Form

Select Project *

SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1 LOCATION)

Select Contractor *

SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)

From Date *

5/1/2012

To Date *

5/31/2012

Cancel

Load Logs

1 record(s) found for the above selection.

Daily Logs for selected contractor

Log Date	Contractor	Project Site	Shift	Submitted Date	Delete	Edit	Draft	Submit
5/18/2012	SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)	Main Building Job Site	Day		Delete	Edit	Draft	Submit

ADMIN ROLE ONLY

As mentioned previously as the Admin user role you have the ability to Create and Edit Daily Logs, enter Quality / Safety Notes; Submit Daily Report (Daily Report includes all information for all subs for that day); look into Daily Log Discrepancies; do Contractor Check-In; Late Processing; set Validation Settings for Daily Reporter (Only); add/edit Project Sites and Edit Subscription if needed.

To **EDIT** or **CREATE DAILY LOGS** go back to **CREATING DAILY LOG (ADMIN OR FOREMAN ROLES)** section. Admin User Role may edit any of the Daily Logs. They may also be edited, if necessary, even after you submit a combined Daily Report.

Note if you do edit a Daily Log and have already submitted a combined Daily Report, you will need to resubmit the combined Daily Report also. To view Daily Reports and Combine Daily Reports after submitted see eDocuments tab.

QUALITY /SAFETY NOTES

You may enter Quality and Safety Notes, as well as edit any you may have already entered. This information will appear on the combined Daily Report when you submit.

You will either use the calendar icon or you may type in (formatted as 00/00/0000);

- Select the Project from the Drop down;

- Select Site (note: Sites are created and maintained by the Admin User Role);

- Select the Shift, enter Quality and Safety notes and save.

To Edit, walk through same process, after choosing the site, click Load and what you previously had entered will appear, edit what needs to be edited and save.



Quality / Safety Notes

Date

05/21/2012 

Select Project

SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1 LOCATION)

Select Site

Main Entrance 

Select Shift

Day 

Quality Note

All work done to specification by both Subcontractors 

Safety Note

It was noted by Prime Contractor that both Subcontractor companies had employees entering current site by entering from other site entrances. Discussed with Subs 

To create New Quality /Safety Notes, enter date (or choose using calendar icon); select the project; select site and shift. Now you can enter the Quality and Safety Notes.

To edit, walk through the steps again - select date (needing to edit; project, site & shift. Click Load and your previously entered information will populate. Now edit and then save.

SUBMIT DAILY REPORT

Submitting a Daily Report will combine all dailies from all information submitted and include all subcontractors and the information that was entered in the Create Daily Log section. This will also include information entered under the Quality /Safety Notes section also.

(Continue to next page)



COMBINED DAILY REPORT				DATE 05/22/2012
CONTRACT NO 04182013		TITLE AND LOCATION SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/LOCATION)		REPORT NO 3
CONTRACTOR SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)		SUPERINTENDENT gdgd@lcp.com		
AM WEATHER Foggy	PM WEATHER Cloudy	MIN TEMP (F) 40	MAX TEMP (F) 55	
1. Craft Hours for All Sites and Shifts				
Site / Shift / Activity ID / Work Description		Count	Classification	Total Hours
Main Building Job Site				
SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)				
Day				
CS-062113-A Main Building Job Site Carpentry on Signage (try THREE)		1	CARPENTERS	6.00
				Total Day Hours 6.00
				Total for SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime) All Sites/ All Shifts Hours 6.00
				Total Main Building Job Site Hours 6.00
Main Site				
SLD_Hunter Excavating, LLC				
Day				
EWI-06242013 Main Site Electrical Wiring Installation (2nd day)		1	ELECTRICIAN (FEDERAL)	8.00
				Total Day Hours 8.00
				Total for SLD_Hunter Excavating, LLC All Sites/ All Shifts Hours 8.00
				Total Main Site Hours 8.00
		Distinct Employee Count 2		
2. Work Hours for All Sites and Shifts				
TOTAL WORK HOURS ON JOB SITE		14.00		
CUMMULATIVE TOTAL OF WORK HOURS FROM PREVIOUS REPORT		30.00		
TOTAL WORK HOURS FROM START OF CONSTRUCTION		44.00		
3. Job Safety				
WAS A JOB SAFETY MEETING HELD THIS DATE?		NO		
WERE THERE ANY LOST TIME ACCIDENTS THIS DATE?		NO		
WAS CRANE, MANLIFT, TRENCHING, SCAFFOLD, HV ELEC, HIGH WORK, HAZMAT WORK DONE?		NO		
SAFETY REQUIREMENTS HAVE BEEN MET?		YES		
Activity ID	Subcontractor	List Safety Actions Taken Today / Safety Inspections Conducted		
4. Deliveries				
Schedule Activity No.	Subcontractor	Deliveries		
CS-062113-A	SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)	NONE THIS DATE		
EWI-06242013	SLD_Hunter Excavating, LLC	none this date		
5. Equipment				
	Subcontractor	Equipment	Hours Used	
	SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)	none this date (0.2500), none this date EITHER (0.2500)	0.50	
	SLD_Hunter Excavating, LLC	none (0.0000), none today (0.0000)	0.00	
6. Quality and Safety Notes				
7. Superintendent Notes				
No comments/remarks this date				
		gdgd@lcp.com		6/24/2013
		Admin Digitally signed by gdgd@lcp.com_6/23/2013_130165847406551336		

DAILY LOG DISCREPANCIES

If CPR's are submitted with issues, perhaps an employee on the CPR is not listed on a Daily. Then the user has the option to Add a Note and proceed with submitting. Perhaps their records show certain employees on-site working, while the Daily was submitted with more or less names than what is on the CPR. Those discrepancies will appear under the Daily Log Discrepancies section.



Daily Log Discrepancies

To display violations, make a selection from the project and contractor lists below and then click on the "Load Data" button.

SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1 LOCATION)

--All Contractors--

SLD - DUAL FUNDING COMPANY, LLC (D.R.-Prime)
SLD-Roxie Trucking, LLC
SLD_Hunter Excavating, LLC

Daily Log Discrepancies

Displaying 1 violations for all contractors on selected project.

SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1 LOCATION)

--All Contractors--

Project	Contractor	Week End	Employee	Number Notices	Last Viewed	Delete	View Record	Certification Details
SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1 LOCATION)	SLD - DUAL FUNDING COMPANY, LLC (D.R.-Prime)	5/8/2012	HAMBURG, ELIZABETH	2		Delete	View	Details

1

Choose the Project; then you may choose a specific contractor or all contractors

You may Delete the notice, view the payroll record or look at the details. If you choose to delete, it's as if you are excusing the issue. Be sure you wish to delete.

Daily Log Discrepancies

Displaying 1 violations for all contractors on selected project.

SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1 LOCATION)

--All Contractors--

LCPtracker built in failsafe. If you click Delete, you will be asked if you are sure you want to delete.

Project	Contractor	Week End	Employee	Number Notices	Last Viewed	Delete	View Record	Certification Details
SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1 LOCATION)	SLD - DUAL FUNDING COMPANY, LLC (D.R.-Prime)	5/8/2012	HAMBURG, ELIZABETH	2	6/26/2013	Delete	View	Details

1

Message from webpage

Do you wish to delete this record?

Payroll record entry form (2 of 2)

Week End Date: 5/8/2012 Payroll No: 2

Project: SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1 LOCATION) Contractor: SLD - DUAL FUNDING COMPANY, LLC (D.R.-Prime)

Employee: HAMBURG, ELIZABETH

☐ Is Foreman ☐ Is Owner/Operator

Gross Employee Pay This Project	Wages Paid in Lieu of Fringes	Gross Pay All Projects	Hourly Rate of Pay	Hourly Overtime Rate	Hourly Double Time Rate
500.000	0.000	2000.000	50.000	0.000	0.000

Classifications

Hours Worked Each Day

Fringes / Contributions paid to others (not employee) for this project only

Deductions, Payments and Notes

Notices

Type	Jurisdiction	Notice(s) / Warning(s) for this record	Linked Pay Records by Check Number
NOTICE	SLD - OREGON FEDERAL	A daily log has not been submitted for one or more days worked. Go to the Notices Tab to reconcile this discrepancy. VAL_49	
NOTICE	SLD - OREGON STATE	A daily log has not been submitted for one or more days worked. Go to the Notices Tab to reconcile this discrepancy. VAL_49	

There are 2 notices

You can view the individual payroll record either by clicking View or access through the Details link.

Either way you may then view the payroll record and the notices contained at the bottom of the page.



CONTRACTOR CHECK-IN

You may go through Contractor Check-In and mark all those that were on-site for the specific date you choose.

Choose the Contractor Log-In then use the calendar icon or you type in date (formatted as 00/00/0000);

Select the Project from drop down;

Select Site (note: Sites are created and maintained by the Admin User Role);

Select the Shift, click Load and you will see the list of Companies. Check the little box next to those companies that had employee's on-site working for that day and Save.

Contractor Check-In

Date
05/02/2012

Select Project
SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1LOCATION) x

Select Site
Main Building Job Site

Select Shift
Day

Name	Check-In
SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)	☒
SLD-Roxie Trucking, LLC	☐
SLD_Hunter Excavating, LLC	☐

LATE PROCESSING

As the Admin Role you may check to see if any Dailies have been submitted. Under Daily Reporter Navigation tab, choose the **LATE PROCESSING**.

Choose the Contractor Log-In then use the calendar icon or you type in date (formatted as 00/00/0000);

Select the Project from drop down;

Select Site (note: Sites are created and maintained by the Admin User Role);

Select the Shift, click Load Late Contractors. Those that you checked-in under Contractor Check-In, that have not submitted their daily, will appear on the list. (see next page)

(Continue to next page)



Submittal Status

Date

05/22/2012

Select Project

SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1LOCATION)

Select Site

Main Entrance

Select Shift

Day

Cancel

Load Late Contractors

Send Group Email Alert

Once you make all your choices and click Load Late Contractors, you will get a list of any Contractor that has not yet submitted dailies.

You may choose to Send Group Email Alert to remind them to submit, by checking those Contractors, then click Send Group Email.

Contractor	Contact	E-Mail	Phone	Select
SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)	JJ Doll (Foreman)	jld@lcp.com	541-554-8188	☒
SLD-Roxie Trucking, LLC	GD (DR Administrator Role)	gdgd@lcp.com	808-669-0052	☒

Example of email, system generated

You have received this email because the Daily Log for project: (Inserts Project Name here) for date 05/22/2012 is late.

Please submit today.

Message from LCPtracker

VALIDATION SETTINGS

For those using the Daily Report feature, the Admin Role will have the ability to set the Validations for Daily Reporter (ONLY). If set at Yes / Notice /Enforce, this means that Yes the validation is on, if there is an issue it will come up as a Notice and will be Enforced when companies go to Certify their payrolls. They will have to clear the notices or in case of Daily Reporter clear notice or add notes in order to proceed and certify. If the Validation is set at No then it's not on.

Validation Settings

Department -- Default Settings --

Jurisdiction -- Default Settings --

System Default has these set at No under Perform. If you wish to have the checks done, and notice cleared before certification turn on to Yes

Display Order	Validation Code	Validation Description	Perform Validation	Notice / Warning	Enforce at Certification	Applicable To	User Modified	Date Modified	Add
55	VAL_48	If Daily Log is enabled, it validates that an employee reported total hours match those in the Daily Log for the reported Craft and Journey Level.	YES	NOTICE	ENFORCE		04182013PRIME	6/21/2013	Edit
56	VAL_49	If Daily Log is enabled, it validates that an employee reported in certified payroll is also reported in the Daily Log.	YES	NOTICE	ENFORCE		04182013PRIME	6/21/2013	Edit
58	VAL_51	If Daily Log is enabled, it validates that an employee reported as an apprentice in the Daily Log is also reported as an apprentice in the CPR and vice versa.	YES	NOTICE	ENFORCE		04182013PRIME	6/21/2013	Edit



In some special circumstances you may wish to create an override for a specific contractor. To do this you will click the **Add** (see previous screen shot). Then choose the Validation you wish to create override on, decide if you want on (Yes) or off (No); If Yes then if you want as a Notice and Enforce (users have to clear or add note to proceed) or Warning and Alert (warns user they may have issue however lets them submit certified payroll). Then you will choose the company that wish to create the override for and enter a number in the Display Order Field. This number is typically the next number in order; it's just a way to keep them orderly.

Add

Code	Perform Validation?	Notice / Warning	Enforce at Certification?	Applicable For?	Display Order	Allow Jurisdiction/Department Overrides?
VAL_48	YES	WARNING	ALERT	SLD- APRIL CONCRETE		☐
VAL_49	YES	NOTICE		SLD- APRIL CONCRETE		☐
VAL_51	NO	WARNING		SLD- DUAL FUNDING COMPANY, LLC (D.R.-Prime)		☐
				SLD- AUBREY CONCRETE		☐
				SLD- Hunter Excavating, LLC		☐
				SLD- JOHAN HAMBURG TRUCKING, LLC (SUB2 ALEX, UNDER PRIME OBEC)		☐
				SLD- OBEC (PRIME)		☐

Cancel Update Reset to Defaults

Choose the Validation, then if you wish to leave on, choose Yes for Perform. Choose if you want to be a Notice or a Warning and then the type of enforcement at certification.

Then Applicable for - choose the company you are creating override for.

Validation Settings

Department: -- Default Settings --

Jurisdiction: -- Default Settings --

You may edit a validation setting as well as any overrides you had created may be deleted.

Display Order	Validation Code	Validation Description	Perform Validation	Notice / Warning	Enforce at Certification	Applicable To	User Modified	Date Modified	Add
55	VAL_48	If Daily Log is enabled, it validates that an employee reported total hours match those in the Daily Log for the reported Craft and Journey Level.	YES	NOTICE	ENFORCE		04182013PRIME	6/21/2013	Edit
56	VAL_49	If Daily Log is enabled, it validates that an employee reported in certified payroll is also reported in the Daily Log.	YES	NOTICE	ENFORCE		04182013PRIME	6/21/2013	Edit
58	VAL_51	If Daily Log is enabled, it validates that an employee reported as an apprentice in the Daily Log is also reported as an apprentice in the CPR and vice versa.	YES	NOTICE	ENFORCE		04182013PRIME	6/21/2013	Edit
59	VAL_48	If Daily Log is enabled, it validates that an employee reported total hours match those in the Daily Log for the reported Craft and Journey Level.	YES	WARNING	ALERT	06212013	gdgd@lcp.com	6/26/2013	Edit Delete

PROJECT SITES

Project Site list is created, maintained and edited by the Admin User Role (or the main user of the Account). You may add new sites, edit current or delete if you made a mistake.

Add/Edit Project Sites

Cancel Add

Name	Edit	Delete
East Entrance	Edit	Delete
Main Entrance	Edit	Delete
Main Entrance/Back Side	Edit	Delete
West Entrance/Ocean Side	Edit	Delete

Admin Role must create and maintain the Site List.
You may add new sites; edit current sites; or delete if you made a mistake.



Add Project Site

Select project

SLD-AUBREY'S DAILY REPORTER PROJECT (2 JURISDICTIONS/1 LOCATION)

Name

Address

City

State

Zip

Phone

Fax

Email

Cancel

Save

Name is the only field required to add a Project Site. All other fields may be filled in or left blank.

EDIT SUBSCRIPTION

You may edit your subscription at any time. Just go into your **DAILY REPORTER** navigation tab, choose Edit Subscription and walk through the prompts and enter information requested.

Edit Subscription

NOTICES AND OTHER PROBLEMS

A **Notice** is a problem that the LCPtracker program found that must be corrected before you can submit a Certified Payroll Report. Each Agency can set the controls independently so the settings for one account may be different from the settings of another Agency, it's also possible that if they are using the Department Feature that they can have set independently from one Department to *another within the same Agency*.

A **Warning** is a condition LCPtracker program found that is a condition that may or may not be a prevailing wage violation. An example of this is working straight time on Saturday. In some cases this is allowed and in some cases it is not. This warning is presented to you just in case and it's subsequently presented to the Labor Compliance Officer to check. *Warnings will not prevent user from being able to certify their payrolls.*

For some of the older Accounts using LCPtracker within the state of California, only, it is also possible that the Warning may appear when the prevailing wage data for the apprentices is not available in our prevailing wage database. This will auto-generate email to our Data Entry Wage Department. It is possible that the classification you chose was not defined by the state during the time of the bid advertisement date. You will be notified that you have chosen a classification that is not defined by either Wage Data Department or Support Staff.



For assistance with choosing your Classifications please contact your Prime, your Administrator, State or DOL.

LCPtracker Support cannot tell you what your classification should be.

Some Agencies may choose not to display these checks to Contractors prior to submittal. If you're Agency chooses to do this than they might Reject a CPR if they find violations on their end.

CHECKS THAT LCPTRACKER CAN PERFORM

LCPtracker has a number of mathematical checks it can perform against the data entered and the prevailing wage database. The Labor Compliance Officer has the ability to turn these checks on or off and make them Warnings or Notices. Below is a list of the checks (validations) and a brief explanation what each check does.

If a Validation test fails it will create either a NOTICE or a WARNING. Your will be able to certify with a Warning but not with a Notice. A NOTICE indicates something is wrong based on the validation rules. A WARNING indicates that something may be wrong but insufficient information is available to the program to determine more. An example of a NOTICE is when the Basic Hourly Rate paid is insufficient. An example of a WARNING is when straight time is paid on a Saturday which, depending on the craft, may or may not be correct.

Validation rules currently available to Agency Administrators to use are:

- 1a Checks that a dollar value has been entered in the Basic Hourly Rate blue field. This is a simple check to make sure the Contractor has put a number in this field.
- 1b Checks the Basic Hourly is at least the prevailing wage rate. This validation checks the declared basic hourly rate of pay.
- 2a Checks that dollar value has been entered in the Overtime Hourly Rate blue field.
- 2b Checks Overtime Hourly Rate entered by contractor in blue field. This validation checks that OT has been paid if OT hours are worked. The default calculation for OT is $(1.5 * \text{Base Hourly Rate}) + \text{Fringes}$.
- 2c Checks that the Overtime Total meets the required total loaded by your Agency. This validation will take the hourly and fringes into consideration when doing the calculation.
- 3a Checks Double Time Hourly Rate entered by contractor in blue field.
- 3b Checks Double Time Hourly rate entered by contractor in blue field. This validation checks the declared hourly rate of pay if DT hours have been worked. The default calculation for DT is $(2 * \text{Base Hourly Rate}) + \text{Fringes}$ Default.
- 3c Checks that the Double Time Overtime Total meets the required total loaded by your Agency. This validation will take the hourly and fringes into consideration when doing the calculation.
- 4 Checks Training Contributions. This validation checks the amount of training funds contributed against the current training rates published for any Jurisdiction that has mandatory training contribution.



- 5 Checks Total Hourly Rate (THR). This validation checks the THR actually paid by dividing the amount paid by the hours worked. The equation takes into account OT hours worked and fringe benefits paid or contributed.
- 6 Checks Basic Hourly Rate. This validation checks that the BHR is actually paid by dividing the amount paid by the hours worked. The equation takes into account OT hours worked and fringe benefits paid or contributed.
- 7 Checks Gross Pay All Projects has value. This validation checks that the gross pay all projects amount has been entered.
- 8 Checks Paycheck Amount has a value. This validation checks that the amount of the paycheck has been entered.
- 9 Checks Paycheck Amount is equal to Gross Pay All Projects minus Total Deductions. This is a math check. This validation takes the Gross Pay all Projects minus the Total Deductions, plus travel/subsistence (if entered) and checks against the paycheck amount.
- 10 Checks Minimum Wage. This validation checks that the Base Hourly Rate paid is at least the minimum wage.
- 11a Checks Standard Hours Worked per day. This validation checks that the standard hours worked per day for a given Craft is met and any hours worked after these hours is to be paid in OT.
- 11b Checks that the sum of all standard hours worked by an employee is less than ($\leq$) "set standard hours per day" (example 8 hours). Similar to 11a except that it sums the standard hours on all pay-records submitted for the employee across all projects, as well as if multiple crafts are worked on one project by one employee.
- 12 Checks work any day more than 12 hours and no 2x OT hours. This validation checks if employee worked more than 12 hours per day as Standard Time plus Overtime not to exceed 12 hours.
- 13 Checks Gross Pay this Project. This validation checks that the Hours entered times Rates entered equals Gross Pay This Project (Overtime is also included in calculation).
- 14 Checks if Saturday hours worked and no OT hours reported. This validation checks for OT to be paid on Saturday. This is regardless if the employee has worked a 40-hour work week or not.
- 15 Obsolete
- 16 Checks if Sunday hours worked and no OT hours reported. This validation checks for OT to be paid on Sunday. This is regardless if the employee has worked a 40-hour work week or not.
- 17 Checks Gross Pay All Projects is larger than Gross Pay This Project. This validation checks if the 'Gross Pay All Projects' amount is greater to or equal to the 'Gross Pay This Project' + any "Wages Paid in Lieu of Fringes" amount.



- 18 Checks that an Employee Standard Time is ≤ 40 hours. This validation checks that the sum of all standard hours worked for all classifications and if OT has not been paid after working 40 hours in one week. A message like the one below will appear showing the other records that are linked to the current one which together are creating the Notice.

NOTICE		Cannot work more than 40.0000 hours per week. VAL_18.
	461	Linked Record 1

Note 19a and 19b it is recommended to the Administrating Agency that only one of these two be set to be on. Some agencies may choose one to set as a Notice and one was a Warning.

- 19a Checks that the overtime pay rate stated is greater than ($\Rightarrow$) $1.5 \times$ basic hourly rate if 1.5OT is worked the stated "Hourly overtime rate" must be at least 1.5 times the stated "Hourly rate of pay" if overtime is worked.

- 19b Checks that the overtime pay rate stated is greater than ($\Rightarrow$) $1.5 \times$ (basic hourly rate + cash rate in lieu of fringes) if 1.5OT is worked. The stated "Hourly overtime rate" must be at least 1.5 times the stated "Hourly rate of pay" plus "Rate Paid in Lieu of Fringes" if overtime is worked.

Note 20a and 20b it is recommended to the Administrating Agency that only one of these two be set to be on. Some agencies may choose one to set as a Notice and one was a Warning.

- 20a Checks that the double time pay rate stated is greater than ($\Rightarrow$) $2.0 \times$ basic hourly rate if 2.0OT is worked. There are two parts to this Validation –The stated "Hourly double time rate" must be at least 2.0 times the stated "Hourly rate of pay" if double time is worked. Note this hourly rate of pay here does not include fringes so it is not comparing the Double Time rate here to the Prevailing Wage Double Time rate listed in the wage determination.

20a states that if Cash in Lieu of Fringes has been paid to the employee, this amount will be considered as part of the fringe Rate when calculating Double Time. This means it will only be added into Double Time amount one time instead of 2.0 like the base hourly rate.

- 20b Checks that the double time pay rate stated is greater than ($\Rightarrow$) $2.0 \times$ (basic hourly rate + cash rate in lieu of fringes) if 2.0OT is worked. The stated "Hourly double time rate" must be at least 2.0 times the stated "Hourly rate of pay" plus "Rate Paid in Lieu of Fringes" if double time is worked.

20b states that if Cash in Lieu of Fringes has been paid to the employee, this amount will be considered as part of the base hourly rate when calculating Double Time. This means it will only be added into Double Time 2.0 times like the base hourly rate will be and not once like the fringes paid.

- 21 Checks that the apprentices have been approved. You must receive approval of the employee <employee name> as an apprentice to submit certified payroll records. Apprentice Approval is manually done by an Administrator in the Admin Tab >> Edit Employees.



- 22 Checks that the Basic Hourly Rate in the database is sufficient. This Validation is mainly used as a way for LCPtracker Development Team to do some testing on specific account if needed. LCPtracker requests that this setting initially be set at No and our programmers can then switch to Yes/Notice/Enforce if they need to.
- 23 Checks that the Total Hourly Rate in the database is sufficient. This Validation is another check to make sure that the Total Hourly Rate has been met to what is in the background wage table for the project's Prevailing Wage. This Validation does not have the same complexity in checks that the other Total Hourly Rate (Val_5) contains, one example being that it does not take into account Voluntary Contributions. All of the fields in the Fringe section added together and then the total is divided by the number of hours worked. The resulting number is then added to the number in the field for the "Hourly Rate of Pay" (the Base Hourly Rate) and that final number is what the system uses as the Total Hourly Rate.
- 24 Checks that the Sunday hours worked are at double time. This validation checks for DT to be paid on Saturday. This is regardless if the employee has worked a 40-hour work week or not.
- 25 Checks that the Total Deductions equals the sum of the deductions entered. This is a simple math check, which now is aided by auto-calculation of Deductions by LCPtracker.
- 26 Sets Apprentice "No Determination Found" as a Notice, Warning, or Alert. For California accounts or accounts using combined Davis Bacon / California rates only.
- 26b Sets Journeymen "No Determination Found" as a Notice, Warning, or Alert. For California accounts or accounts using combined Davis Bacon / California rates only.
- 27 Obsolete
- 28 Checks that the health insurance paid meets the required percentage. **This is a validation created as a custom item for one of our users.** If Contractors do not pay the appropriate amount of Fringe Benefits for Health Benefits, they can then be required by their Administrator to pay a certain percentage of their Base Hourly Rate to go toward Health Insurance Costs for each employee.
- 29 Checks that the I9 Form has been verified for the employee. If Contractors do check off a box for each qualifying employee that states, "I certify that this employee is I9 verified", the system will not allow the Contractor to submit payrolls for this employee.
- 30 Checks that there are 'Other Deduction' notes when a value is entered in the "Other Deductions" field. If a Contractor has put in a number in the "Other" field in the Deductions section of a payroll, the system will not allow the payroll to be certified until the Contractor has written notes as to what "Other" deductions have been paid in the "Other Deduction Notes" section of each payroll. Anything entered into this note field are included in notes on the Statement of Certification part of the CPR and also appear as part of the employee record in the Certified Payroll Report (CPR).



Data Integrity Rules Validations 31 through 42 are put in place mainly to prevent CPR's that are uploaded from being able to be certified without proper information in place

- 31 Checks that craft and classifications are not equal to "Not Available". This function will force contractors to resolve upload error issues. Typically they have not set the craft match function for data uploads.
- 32 Checks that employee's first name has been entered. This is a required field for manual entry and the validation will check for any employees created by upload that may not have this value.
- 33 Checks that employee's last name has been entered. This is a required field for manual entry and the validation will check for any employees created by upload that may not have this value.
- 34 Checks that employee's street address has been entered. This may be a required field for manual entry and the validation will check for any employees created by upload that may not have this value.
- 35 Checks that employee's city has been entered. This may be a required field for manual entry and the validation will check for any employees created by upload that may not have this value.
- 36 Checks that employee's state has been entered. This may be a required field for manual entry and the validation will check for any employees created by upload that may not have this value.
- 37 Checks that employee's ZIP code has been entered. This may be a required field for manual entry and the validation will check for any employees created by upload that may not have this value.
- 38 Checks that employee's gender has been entered. This may be a required field for manual entry and the validation will check for any employees created by upload that may not have this value.
- 39 Checks that employee's ethnicity has been entered. This may be a required field for manual entry and the validation will check for any employees created by upload that may not have this value.
- 40 Checks that the employee date hired has been entered. This may be a required field for manual entry and the validation will check for any employees created by upload that may not have this value.
- 41 Checks that the employee phone number has been entered. This may be a required field for manual entry and the validation will check for any employees created by upload that may not have this value.
- 42 Checks that employee ID has been entered. This may be a required field for manual entry and the validation will check for any employees created by upload that may not have this value.



NOTE 43, 44, and 45 are mutually exclusive and only one should be turned on. These settings do NOT influence what amount of the SSN will show on every Certified Payroll. It is the Administrating Agency decision on what format the SSN is going to be required and how much of the SSN will show on a CPR.

- 43 Checks that SSN is not entered. **SSN field must be blank**. This means the system will not allow any SSN to be entered for any employee. If the SSN is not required then the employee id field will need data in place of.
- 44 Checks that SSN is not entered and in the proper format (###-##-####). This means that the entire **SSN must be entered for each employee**. This may be a required field and rule for manual entry and the validation will check for any employees created by upload that may not have this value.
- 45 Checks that SSN has been entered in the format xxx-xx-####. This means that **only the last 4 digits** of each employee's SSN can be entered. This may be a required field and rule for manual entry and the validation will check for any employees created by upload that may not have this value
- 46 Checks that the Employee's Driver License Information, including state of issue, has been provided.
- 47 Checks that the contractor's Local Business License has been entered.
- 48 If Daily Log is enabled, it Checks that an employee report total hours match those in the Daily Log.
- 49 If Daily Log is enabled, it Checks that an employee reported in certified payroll is also reported in the Daily Log.
- 50 Checks that wards, geographic areas, and congressional and state districts are entered in Contractors Employee setup screen.
- 51 If Daily Log is enabled, it Checks that an employee reported as an apprentice in the Daily Log is also reported as an apprentice in the CPR and vice versa.
- 52 Checks total deductions are not greater than net pay. This is a simple math check.
- 53 Checks that Craft/Classification is craft matched.

(Continue to next page)



TROUBLESHOOTING NOTICES AND WARNINGS

This section provides some direction on how to figure out what the problem is that is causing the notices. This section does not present all possibilities only some of the major problems.

Two terms are important when reading **NOTICES**

Basic Hourly Rate – this is the amount that is paid to the employee as his/her take home pay. This does **NOT** include fringes or contributions.

Total Hourly Rate – this is the amount paid directly to the employee *plus all amounts paid to others* such as Unions, Approved Retirement Plans, and Training Funds. All such payment must be included in the amounts reported in the fringe benefit / contributions section of the Payroll Entry form. (see **PAYROLL RECORDS** section of manual).

The Basic Hourly Rate (BHR) actually paid and the Total Hourly Rate (THR) actually paid are checked by the following equations

BHR actually paid = (Gross Employee Pay This Project + voluntary contributions) / (hours worked). If overtime is worked this equation is more complex.

THR actually paid = (Gross Employee Pay This Project + voluntary contributions) + SUM (of all fringes and contributions) + amount paid in lieu of fringes) / (hours worked). Again if overtime is worked this equation is more complex.

Trouble-shooting Tree

The following trouble-shooting tree is a work in progress. The trouble-shooting tree is broken into the following categories.

NOTICES AND WARNINGS

COMMON PROBLEMS

GENERAL CORRECTION PROBLEMS

NOTICE AND WARNINGS

THR paid is wrong and BHR is OK –

- Fringe benefits not completed in the payroll record.
- Not paying enough fringe benefits.

THR paid is wrong, BHR is OK and Training is wrong –

- Training is missing.
- Training is entered as the hourly rate paid. It should be the hourly rate x the hours worked.

THR paid is wrong, BHR is OK, and OT is worked –

- Fringe benefits not completed in the payroll record.
- Not paying enough fringe benefits.



THR paid is wrong, BHR is wrong and OT is worked –

Overtime rate paid is incorrect.

THR paid is wrong, BHR is wrong and BHR actually paid is much lower than amount declared -

Fringe benefit information is not entered.

Incorrect number of hours worked is entered. More hours than actually worked.

THR paid is wrong and BHR is wrong -

Amount paid in fringe benefits should be entered as paid to employee.

Voluntary contributions to PENSION.

Voluntary payment to health care.

COMMON PROBLEMS

Project is not available to pick

This means that the Administrator, Prime Approver or General Contractor has not assigned you to the project. The click pattern the Administrator, Prime Approver or General Contractor need to follow is to go to **SET UP**, then **(SUB)CONTRACTOR SETUP**, choose to Assign (see **ADD/EDIT SUBCONTRACTOR** section of manual).

Letters are on top of date entry boxes and/or the screen does not look neat

Generally this means that

one – the wrong internet browser is being used; or

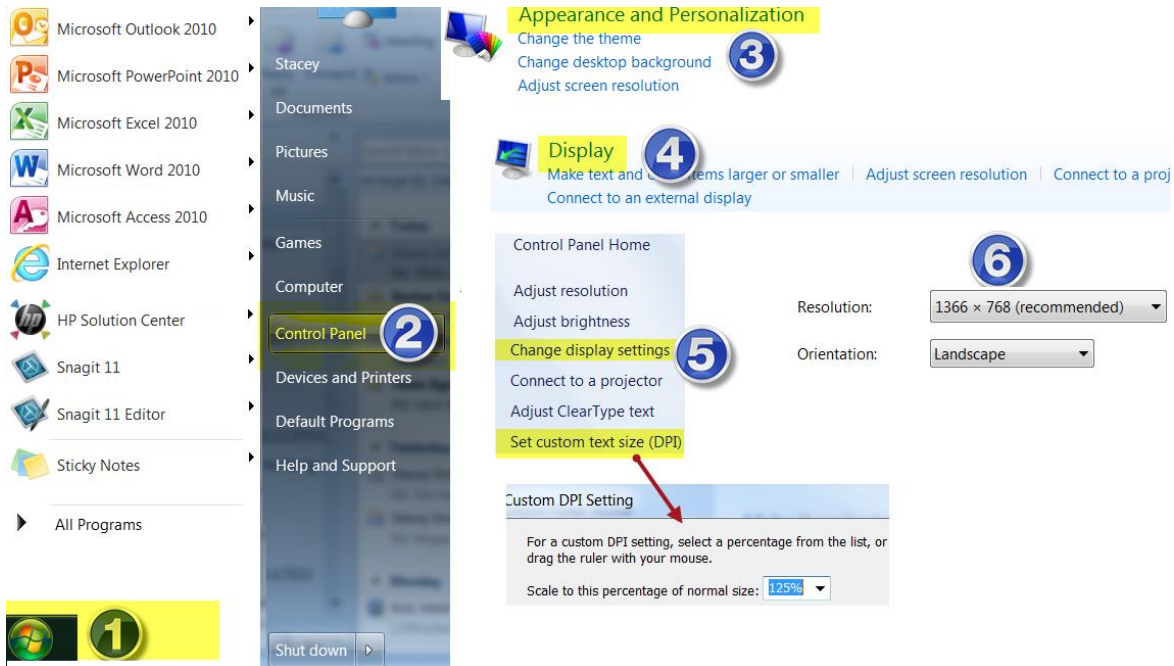
two – the PC display settings are incorrect; or three – an Internet Explorer setting is incorrect.

LCPtracker tests all screens using the Microsoft Internet Explorer Browser. We make an effort for the application to work on other browsers but do not guarantee it. PC display settings should be set for screen resolution of 1024 x 768 or better and the DPI Setting should set at Normal Size (96 dpi).

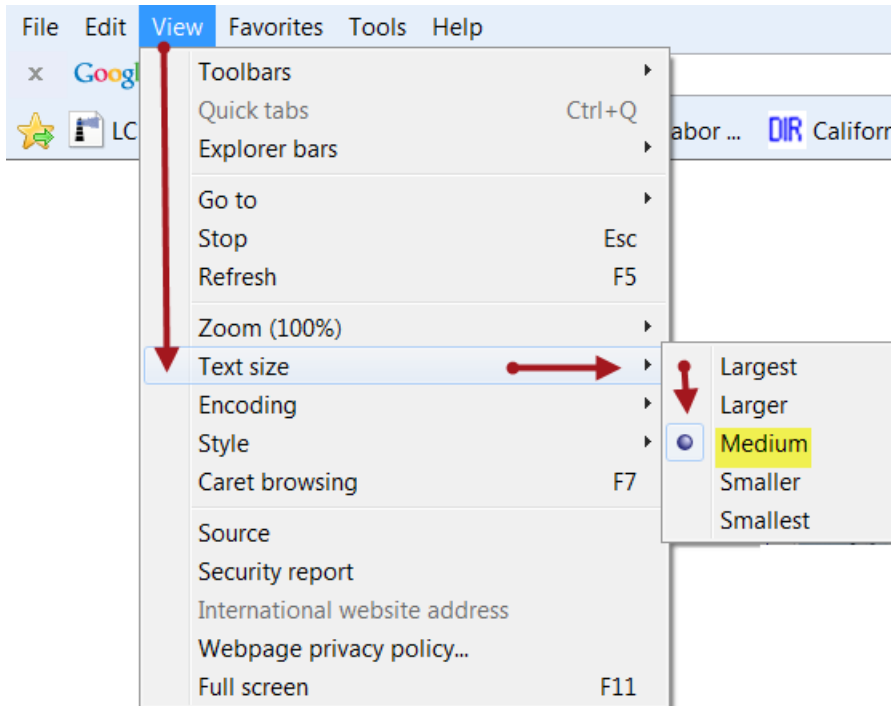
NOTE: Depending on the operating system and internet browser being used these instructions may differ.

PC

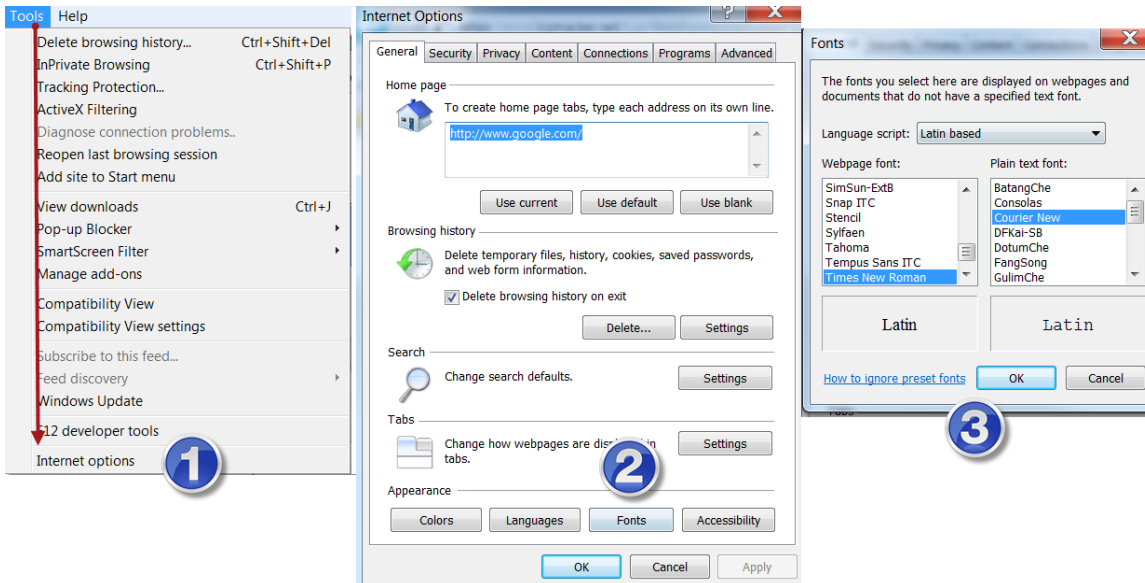
Go to Startup / Choose Control Panel / Then Appearance and Personalization / Change display settings and be sure resolution is set at 1024 x 768 or better. Also after you get to Display you will also want to go to Set Customer text size (DPI) and be sure either says Normal Size (96 dpi) or 125%.



In Internet Explorer, go to View, choose Text Size and make sure set on Medium.



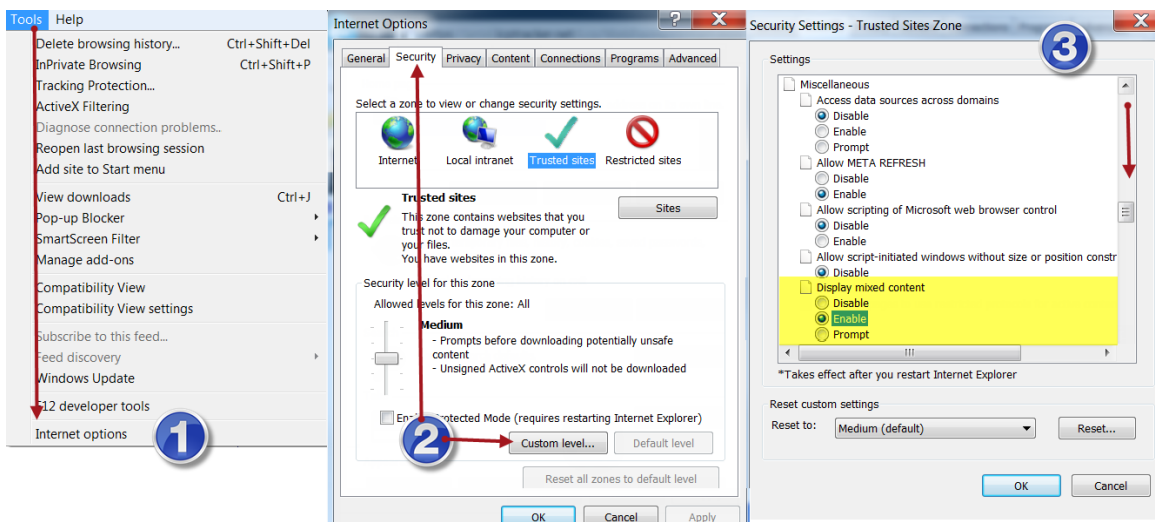
Also go to Tools, choose Internet Options and select the Fonts button. Set font to “Times New Roman”.



Cannot see reports

To view PDF documents in your browser, you need to have the latest version of Adobe® Acrobat® Reader. You can download it from Adobe’s website <http://get.adobe.com/reader/>

You may also need to ‘allow mixed content’. To do this go to your Tools on your Internet Browser, choose Internet Options then go to the Security tab and click on Custom Level. You will then scroll to the display mixed content in the miscellaneous section and enable, click ok and ok again to save all and back out.





GENERAL CORRECTING PROCEDURES

Correcting Underpayments – To correct an underpayment and record the information in LCPtracker as of the update of this Contractors Manual. Some Agencies may also require that you upload documentation through the eDocuments as proof of steps taken in correcting underpayments.

Prior to certification – pay the employee the additional amount (one check for multiple weeks is ok). Add the underpayment to the Employee Gross Pay amount for each week underpaid. If you wrote the check for several weeks you will have to determine how much applies to each week and enter that amount. Put the additional check number in both the check number and the Notes section at the bottom. LCPtracker does allow you to put in more than one check number in the check number field.

After Certification – edit the CPR, edit the employee payroll record. Make the changes as indicated above and recertify the CPR.

SECURITY AND BACK-UP PROCEDURES

The following security elements are in place for LCPtracker

- Login with limited tries to prevent automated attempts to break into LCPtracker;
- SSL communication security, data is encrypted to and from all computers while using LCPtracker;
- Hardware firewall;
- Database computer isolated from LCPtracker WEB application computer;
- Database security set to maximum;
- Uninterrupted power supply; and
- Operating systems maintained to current security patch levels.

The following Back-up procedures are in place for LCPtracker

- Daily on-site backup on another hard disk for fast recovery;
- Daily off-site backup all data;
- Weekly backup all data and all LCPtracker application;
- Daily backups are retained for one month; and
- Monthly backups are retained for one year.